



DEPARTMENT OF AGRICULTURE
WASHINGTON

~~June 28, 1922.~~

JUL 1 1922

FILE
P. L. GLADMON.

Memorandum No. 388.

Administrative Regulations of this Department are hereby amended
by the insertion of the following paragraph-

264. The official badge of this Department shall be issued to employees for identification purposes only and shall conform to the following specifications-

Material: Bronze - plain finish.

Size and shape: Two inches high by one and three-eighths inches wide.

Insignia: Union shield, surmounted by low eagle with its wings drooping to outer-upper corners of shield; directly under the eagle to be written the words "United States." A large "U" to be placed in the upper left-hand corner and a large "S" in the upper right hand corner of the shield; between these two letters to be exhibited in raised, black lettering on straight lines, "Department of Agriculture"; the space below the wording "Department of Agriculture" to be left blank and indented for the insertion of a plate displaying such matter as the needs of the bureau may require.

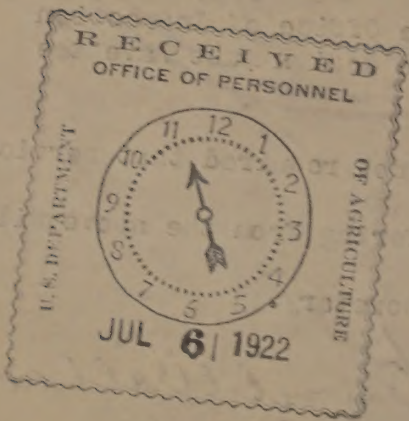
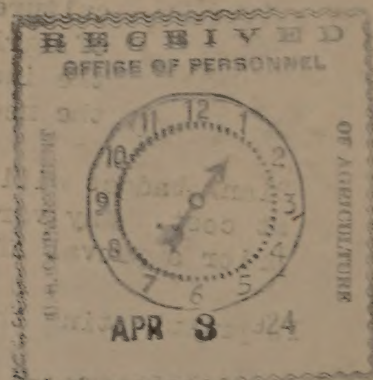
Blank badges will be procured from the Office of Inspection at cost. Any variation from the above design must have the prior approval of the Secretary.

In promulgating this regulation it is not required that serviceable badges be discarded, but new badges differing from the above will not be ordered without the approval of the Secretary.

Henry C. Wallace

Secretary.

W.C.G.



FILED
★ OCT 16 1936
Please return to
the Secretary's Office

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 8, 1922.

MEMORANDUM NO. 389

Designation of Budget Officer.

FILE
R. L. GLADMON.

In order that he may be free to give his entire time and attention to the direction of the scientific work of the Department and to bringing it into more complete coordination with the scientific work in agriculture throughout the country, it seems wise to accede to the request of Dr. E. D. Ball that he be relieved of the burden of the detail work of the Department budget which he has carried so efficiently. Mr. W. A. Jump, Administrative Assistant in this office, is therefore designated as Budget Officer of the Department. In this capacity he will take charge of the preparation of the estimates and such other duties as may facilitate the handling of appropriations matters. He will also be charged with ^{larger} ~~other~~ responsibilities dealing with the general supervision and coordination of the business organization and policy of the Department.

In passing upon the Department estimates and the general policies to be followed in arriving at these estimates, the practice adopted last year will be continued. Estimates will be finally determined through conference with the directors and bureau chiefs, the Assistant Secretary and myself, all of whom will have such active part as may be necessary in the presentation and justification of these estimates to the Budget Bureau and to the Congressional committees.

Henry Wallace
Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

July 8, 1922.

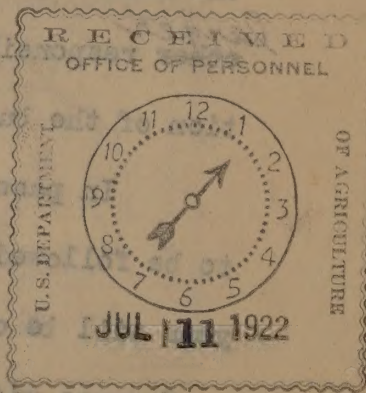


FILE
P. L. GLANVILLE

MEMORANDUM NO. 389

Designation of Budget Officer.

In order that he may be free to give his entire time and attention to the direction of the scientific work of the Department and to bringing it into more complete coordination with the scientific work in agriculture throughout the country, it seems wise to accede to the request of Mr. E. B. Hall that he be relieved of the burden of the detail work of the Department budget which he has carried so efficiently. Mr. W. A. Jagg, Administrative Assistant in this office, is therefore designated as Budget Officer of the Department. In this capacity he will take charge of the preparation of the estimates and such other duties as may facilitate the handling of appropriations matters. He will also be charged with the coordination of the various divisions dealing with the general supervision and coordination of the business organization and policy of the Department. The various divisions of the Department estimates and the general policies regarding them are being reviewed at this time, the practice adopted last year in arriving at these estimates, the practice adopted last year will be finally determined through conference with the directors and bureau chiefs, and Assistant Secretary and myself, all of whom will have such active part as may be necessary in the presentation and justification of these estimates to the Budget Bureau and to the Congressional committee.



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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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Please return to
the Secretary's File Room

August 16, 1922.

9
[DEPARTMENT] MEMORANDUM NO. 390

New Departmental Activities.

FILE
P. L. GLADMON.

Attention is directed to Circular No. 77 of the Director of the Bureau of the Budget, (copy attached) which requires that hereafter when any department or establishment proposes to enter upon any new activity or any new work of research or investigation the head thereof will transmit in writing to the Bureau of the Budget certain information, which is indicated in detail. Accordingly, when a bureau or office of the Department of Agriculture proposes to enter upon any new activity or any new work of research or investigation the chief thereof will submit the proposal to the Secretary in writing, covering the points required by the Bureau of the Budget, together with such other information as is necessary to establish the desirability of the undertaking proposed, its possible relation to the work of any other Department, and the propriety of its being conducted as an activity of the Department of Agriculture.

Samuel Wallace

Secretary.

W. J.

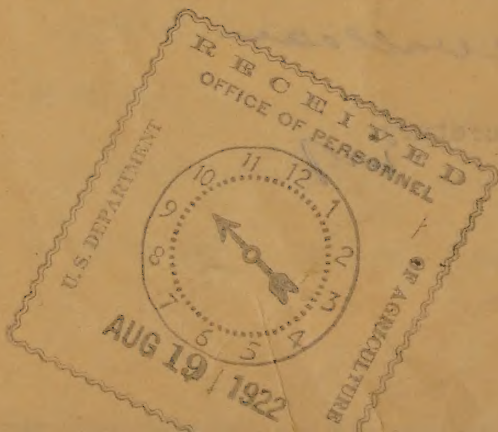
August 15, 1922

MEMORANDUM FOR THE SECRETARY

Re: Departmental Organization

FILE
R. L. GLENN

Attention is directed to Division No. 17 of the Director of the Bureau of the Budget, (copy attached) which requests that hereafter when any department or establishment proposes to enter upon any new activity or any new work of research or investigation the head thereof will transmit in writing to the Bureau of the Budget certain information, which is indicated in detail, as follows: When a Bureau or Office of the Department of Agriculture proposes to enter upon any new activity or any new work of research or investigation the chief thereof will submit the proposal to the Secretary in writing, setting forth the points required by the Bureau of the Budget, together with other information as is necessary to establish the desirability of the undertaking proposed, the possible relation to the work of any other department, and the necessity of the being conducted as an activity of the Department or otherwise.



TREASURY DEPARTMENT
Bureau of the Budget
WASHINGTON

August 11, 1922.

NEW DEPARTMENTAL ACTIVITIES

TO THE HEADS OF DEPARTMENTS AND ESTABLISHMENTS:

Instances have arisen where a department or establishment has entered upon a new activity or a new work of research or investigation which duplicated in whole or in part the work of some other department or establishment. If the heads of departments and establishments, before the initiation of such new activity or work, had knowledge of the fact that they were about to enter a field already covered to a greater or a lesser extent by the Government, they would themselves, in the interest of good business administration, avoid any such duplication. It is therefore advisable in order further to coordinate the work of the departments and establishments to establish a means whereby the heads of departments and establishments may be so informed, and to this end the following regulations are prescribed:

1. Hereafter, when any department or establishment proposes to enter upon any new activity or any new work of research or investigation, the head thereof will transmit in writing to the Bureau of the Budget the following information:

- (a) The character, purpose, scope, and probably duration of the activity, research, or investigation.
- (b) Whether such activity, research, or investigation is required by law, and if so, reference to the specific law or laws.
- (c) The probably number of persons to be employed thereupon during the current fiscal year and an estimate of their salaries.
- (d) An estimate of the cost thereof for the current fiscal year and of the probably total cost.
- (e) A designation of the appropriation out of which the expenditures are proposed to be made.

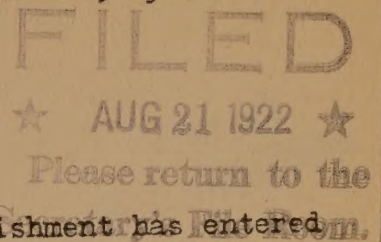
2. The Bureau of the Budget will advise the head of the department or establishment concerned as to what work of the same or similar nature has been or is being done by any other department or establishment.

3. The provisions of this circular will not apply to investigations conducted by or required of any department or establishment with reference to the violation of the criminal laws of the United States.

By direction of the President:

H. M. LORD
Director of the
Bureau of the Budget.

(No. 77)



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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

FILED

★ OCT 16 1922

August 17, 1922. Please return
to the Secretary's File

~~DEPARTMENT~~ MEMORANDUM NO. 391

Return to Former Hours of Duty.

FILE
P. L. GLADMON.

By Memorandum No. 384 the regular hours of duty for the Department of Agriculture in Washington and vicinity were set at from 8:00 A.M. to 3:30 P.M., effective May 15. Beginning Tuesday, September 5, and continuing until further order, the regular working hours of the Department will again be from 9:00 A.M. to 4:30 P.M. with the usual half hour for lunch. These hours will be observed in every case except where for some special reason the interests of the Government require otherwise.

Henry Wallace

Secretary.

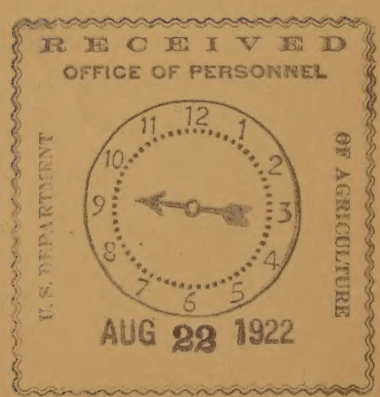
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

FILE
R. L. GARDNER

RECEIVED
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

By Memorandum No. 104 the regular hours of work for the
Department of Agriculture in Washington and vicinity were set at
from 8:00 A.M. to 5:00 P.M., effective May 15, 1918. Beginning Tuesday,
September 5, and continuing until further order, the regular working
hours of the Department will again be from 8:00 A.M. to 4:00 P.M.
with the usual half hour for lunch. These hours will be observed
in every case except where for some special reason the interests of
the Government require otherwise.

Secretary
Secretary



U. S. DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

8-4819

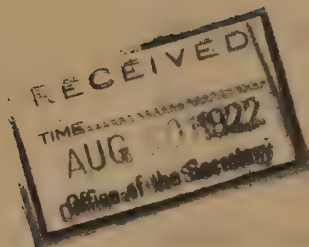
August 30, 1922.

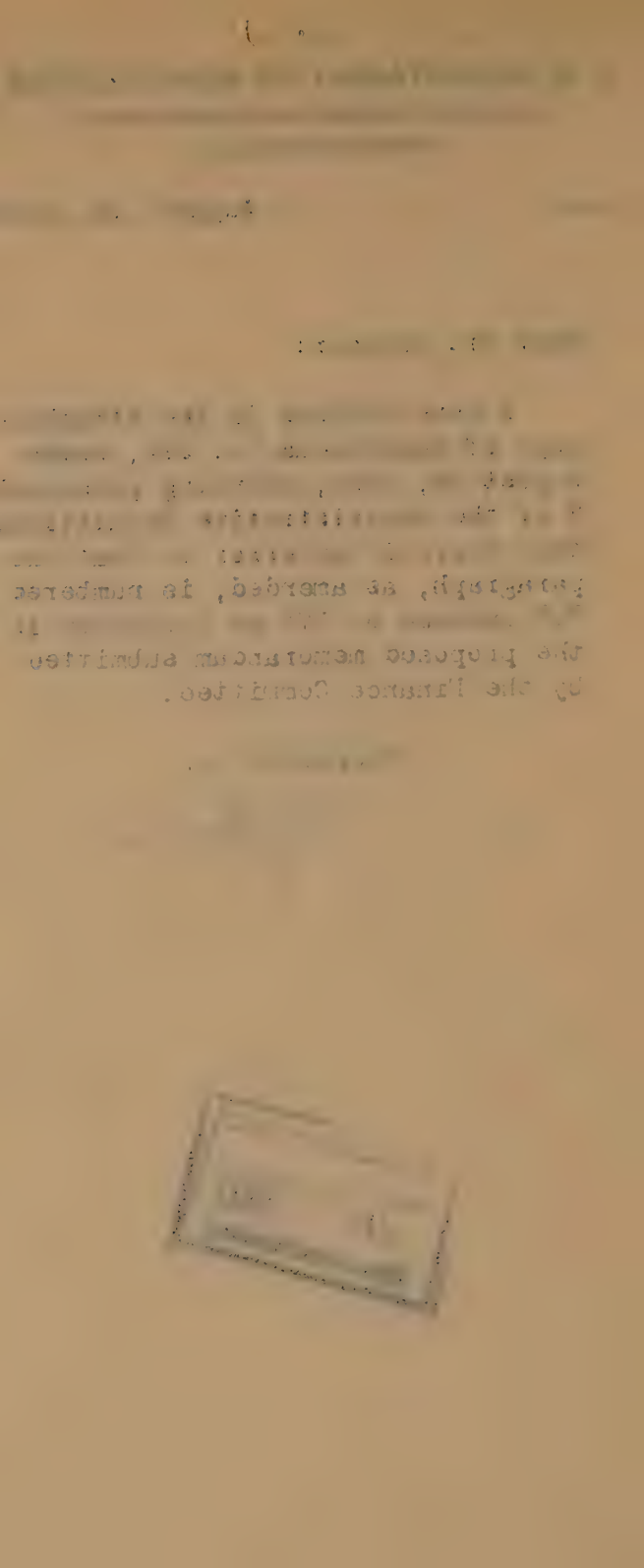
Dear Mr. Spencer:

I have noticed in the attached copy of Memorandum No. 392, dated August 24, 1922, amending paragraph 7 of the Administrative Regulations, that there is an error in that the paragraph, as amended, is numbered "2" instead of "7" as indicated in the proposed memorandum submitted by the Finance Committee.

Respectfully,

A. J. Gayne





C O P Y

THE WHITE HOUSE
Washington

August 16, 1922.

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The Room

My dear Mr. Secretary:

When the present Daylight Saving Plan was adopted by Executive Order it was designed to return to the regular order of working hours for the government forces approximately September one. In view of the fact that the nearest Monday to September one falls on September 4th you may direct the restoration of the regular working hours to begin on that date.

Very truly yours,

(S) WARREN G. HARDING

Hon. Henry C. Wallace,
Secretary of Agriculture,
Washington, D. C.

August 18, 1932.

My dear Mr. Secretary:

When the present daylight saving bill

was introduced in the House it was

to be taken up on the 11th of August

for the Government to take up the bill

on the 11th of August and the nearest Monday

to September one falls on September 4th

which the restoration of the daylight saving hours

to begin on that day.

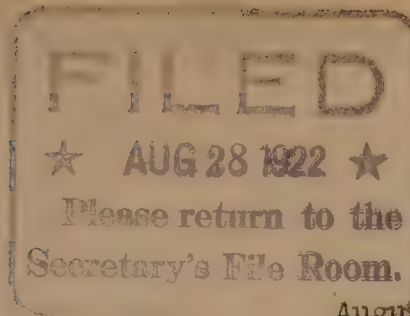
Very truly yours,

Wm. C. Sullivan

Hon. Henry C. Wallace,
U. S. Secretary of Agriculture,
Washington, D. C.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File copy



August 24, 1922.

MEMORANDUM NO. 392

Paragraph 7 of the Administrative Regulations of the
Department is hereby amended to read as follows:

2. MAXIMUM RATES OF COMPENSATION. - Except as otherwise provided, no person shall be appointed under lump-fund general appropriations of the Department at a per annum rate of salary in excess of \$5,000, a monthly rate in excess of \$416.66, or a per diem rate in excess of \$13.88. All per diem appointments shall be made for "days actually employed." Appointments at a per hour rate will be made only in special cases, and in no event at a rate which will exceed \$13.88 a day.

Henry Wallace

Secretary.

U. S. DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

8-4819

Rush July 20, 1922.

Dear Mr. Williams:

Will you please examine the proposed amendment to paragraph 7 of the Administrative Regulations and if found to be all right kindly initial the same.

Respectfully,

A. J. G. G. G.

JULY 30, 1883

1883

Mr. [unclear]
The Secretary
has power to
limit anybody -
he is required
by law to limit
only those engaged
in scientific
work. It appears
that he wants to
limit everybody
so. I have initiated
the amendment.

R. W. V.

July 22/83

Administrative Regulations.

7. MAXIMUM RATES OF COMPENSATION.- (The following rules shall be observed in recommending appointments under lump-fund appropriations for service either in or out of the District of Columbia, and in the payment of salaries from such appropriations:

(a) No person shall be appointed at a per annum rate of salary in excess of \$4,500.

(b) No person shall be appointed at a monthly rate of salary in excess of \$375.

(c) No person shall be appointed at a per diem rate of salary in excess of \$12.50.)

Except as otherwise provided by law, no person shall be appointed under lump-fund general appropriations of the Department at a per annum rate of salary in excess of \$5,000, a monthly rate in excess of \$416.66, or a per diem rate in excess of \$13.88. All per diem appointments shall be made for "days actually employed."

(d) Appointments at a per hour (salary) rate will be made only in extraordinary cases, and in no event at a rate which will exceed (\$12.50) \$13.88 a day.

Omitted matter in brackets ().

New matter underscored _____.

...under the ...
...service either in or out of the ...
...in the payment of salaries from ...

...at a per annum rate ...
...\$500.

...at a salary rate of ...

...at a salary rate of ...

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United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

July 20, 1922.

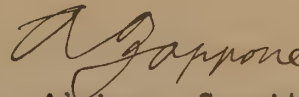
MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Act making appropriations for the Department of Agriculture for the fiscal year 1923 provides that no salary in excess of \$5,000 per annum shall be paid from the general appropriations of the Department, except in the case of eleven employees. The limit heretofore has been \$4,500 per annum.

In view of this change the Advisory Committee on Finance and Business Methods has drafted an appropriate amendment to paragraph 7 of the Administrative Regulations, and encloses same for your consideration.

Very respectfully,



Chairman, Advisory Committee on Finance
and Business Methods.

Enclosure.

U. S. DEPARTMENT OF AGRICULTURE

DIVISION OF ACCOUNTS AND DISBURSEMENTS

WASHINGTON, D. C.

8-4819

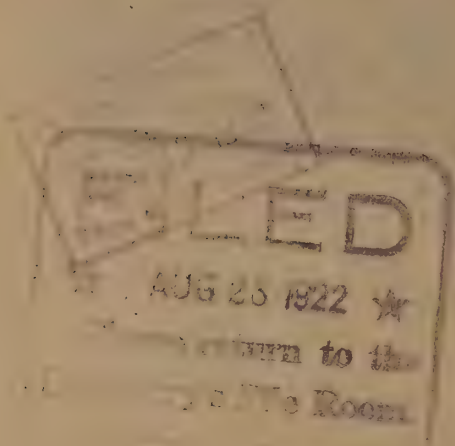
August 23, 1922

Dear Mr. Jump:

Action on the new Administrative Regulations has been suspended temporarily to give the Assistant Secretary time to complete his reorganization plans. It will probably be 8 months or a year before the new Administrative Regulations will be published.

Respectfully,

A. G. Goff



August 30, 1922.

Mr. A. Zappone,

Chief, Division of Accounts and Disbursements.

Dear Mr. Zappone:

I have your note of this morning and thank you for calling my attention to the error in memorandum No. 392. You will recall that this memorandum was rewritten several times before being issued and in the course of typing the "7" was changed to "2". A copy was sent to Mr. Bracey in this form and consequently the error was not caught when the proof was checked. Since the number of the paragraph appears correctly in the introductory sentence and as paragraphs 2 and 7 of the Administrative Regulations could not possibly be confused, it seems unnecessary to issue a correction. Of course if any Bureau makes inquiry we shall be glad to set them straight. When the new regulations are issued you will doubtless wish to have this memorandum in order to make sure that the number of the paragraph is correct.

Very truly yours,

Edw. J. Spencer

OFFICE OF
THE SECRETARY OF AGRICULTURE

July 25, 1922 .

Mr. Zappone:

In this new regulation would it be feasible for us to say "except as otherwise provided" instead of "except as otherwise provided by law" etc.? If we leave off the words "by law" that will leave it undetermined how to go about securing a salary of over \$5,000, and would cover the fact that it can be done either by law or by the Secretary's approval where other than scientific or technical work is to be handled. I do not know that this is feasible, but am merely raising the question.



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DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

For

September 19, 1922.

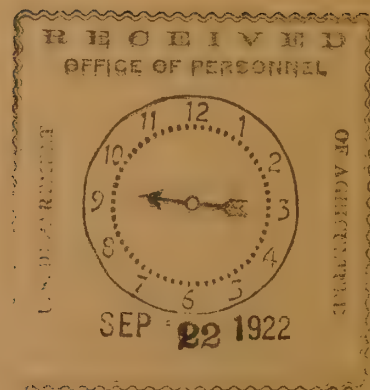
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Returned to
the Secretary's File Room

MEMORANDUM NO. 393.

Effective September 20, 1922, Dr. F. G. Cottrell has been appointed Director of the Fixed Nitrogen Research Laboratory of this Department to succeed Dr. R. C. Tolman, who has resigned to accept a position as Professor of Physical Chemistry and Mathematical Physics, California Institute of Technology.

Wm. Wallace

Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 25, 1922.

MEMORANDUM NO. 394.

Amendment to the Fiscal Regulations.

Paragraph 11 of the Fiscal Regulations is hereby amended to read as follows:

11. RESPONSIBILITY FOR FUNDS DUE THE UNITED STATES. -- Unless specifically authorized by the Secretary of Agriculture in writing, no employee of this Department not bonded to the United States shall receive or accept moneys or remittances of any character for the account of the United States.

COLLECTION PROCEDURE

BUREAU. The Chief of each bureau shall exercise administrative supervision over all claims accruing to the United States from any activity of such bureau. He shall see that proper steps are taken to record the facts in each case and that the amount of each claim due the United States is promptly ascertained and a demand for payment presented to the debtor in the manner hereinafter indicated. In presenting a claim, whether the amount be liquidated or unliquidated, bureau officers, except district officers of the Forest Service and others specifically exempted, shall prepare and forward Claim Forms a and b to the debtor. Forms c and d will be prepared at the same time and the former immediately forwarded direct to the Disbursing Clerk of the Department of Agriculture, Washington, D. C. Form d will be forwarded to the accounting office of the bureau concerned. In preparing Forms a, b, c, and d, when the amount payable is not liquidated in advance as in the case of property to be sold at auction, on consignment, or by board of survey, the blank following the dollar sign should be filled: "See account sales attached" or "See itemized statement attached". In each such case the deposit should be to the credit of "Mr. Zappone, Special Account", and the letter should recite that the remittance was on account of (Here should follow a complete statement of the claim, detailed and itemized in such manner that it will be possible for the bureau and the General Accounting Officers to verify any settlement tendered by the debtor). Should the form provide insufficient space, the details may be recorded on a separate sheet, copy

of which should be attached to each form. These form letters of transmittal will be numbered consecutively and a record kept of the use, destruction, or disposition made of each number.

When notified by the Disbursing Clerk that a payment has been received, the bureau records will be completed to show the date and amount of payment and the Treasury account in which the amount was deposited. Should the deposit have been made in Mr. Zappone's special account, the bureau will take prompt action to verify the amount of the remittance, and if the settlement is acceptable, the Disbursing Clerk will be promptly instructed to transfer the amount to the credit of the proper appropriation or Treasury account.

Should it become necessary, in order to enforce payment, to deduct by way of set-off from an account incurred by a bureau, a complete statement of the facts will be attached to the voucher against which set-off is checked. The case will then be forwarded to the Office of Inspection as outlined in Paragraph 5-1/2. When set-off cannot be checked against a voucher of the bureau, a detailed statement of the essential facts will be forwarded to the Office of Inspection for appropriate action.

DISBURSING CLERK. Upon receipt of Form c the Disbursing Clerk will enter in a record book the date of the claim and name of the debtor and a brief summary of the nature of the claim. He will then file Form c in an alphabetical file under the name of the debtor. Upon receipt of remittance he will complete the book record to show the amount received, date of receipt, the date of deposit in the Treasury, and the account to which the deposit was credited. Form c will be stamped to show the date of receipt, and the amount received will be forwarded to the General Accounting Office quarterly with the abstract of the money receipts.

Remittances will be deposited in the Treasury of the United States on the next business day after receipt, or as soon as possible thereafter. Deposits will be made to the account indicated unless such action is obviously in error, or the remittance differs from the demand, in which event the form should be changed to "Mr. Zappone, Special Account", remittance so deposited, and the bureau requested to adjust the matter. After adjustment, the sum in question will be transferred to the credit of the proper account.

Unless otherwise requested by a bureau, the Disbursing Clerk will transmit to each bureau with his quarterly abstract of money receipts a list of all unpaid claims of record on his books for a period of thirty days or more.

Henry J. Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

★ OCT 18 1922
the Secretary of Agriculture

September 28, 1922.

MEMORANDUM No. 395

Paragraph 16 of the Fiscal Regulations of the Department
is hereby amended to read as follows:

16. DOUBLE COMPENSATION.- No person occupying a position under the Federal Government, other than as a retired officer or enlisted man of the Army, Navy, Marine Corps, or Coast Guard, or as an officer or enlisted man of the Organized Militia or Naval Militia in the several States, Territories and the District of Columbia, shall occupy a position in this Department, nor shall an employee of this Department occupy another position under the Federal Government, except as above enumerated, if the combined salaries of both positions exceed the rate of \$2,000 per annum, nor shall any officer or enlisted man, within the exceptions enumerated, whose retired or active pay amounts to \$2,500 per annum or more be appointed to any position in this Department. But officers and enlisted men, within the exceptions enumerated, whose retired or active pay does not amount to \$2,500 per annum may be appointed to any position in this Department the salary of which is less than \$2,500 per annum.

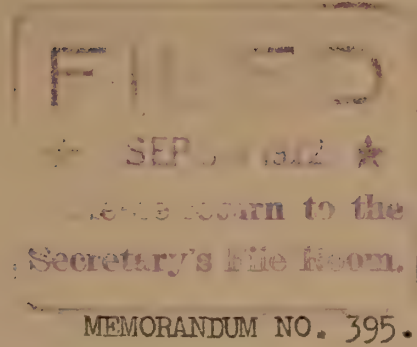
Irrespective of the salary involved no full time employee of this Department shall receive additional salary or pay for any other service in this Department unless specifically authorized by law.

Samuel Wallace

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File copy



September 28, 1922.

Paragraph 16 of the Fiscal Regulations of the Department
is hereby amended to read as follows:

16. DOUBLE COMPENSATION.- No person occupying a position under the Federal Government, other than as a retired officer or enlisted man of the Army, Navy, Marine Corps, or Coast Guard, or as an officer or enlisted man of the Organized Militia or Naval Militia in the several States, Territories and the District of Columbia, shall occupy a position in this Department, nor shall an employee of this Department occupy another position under the Federal Government, except as above enumerated, if the combined salaries of both positions exceed the rate of \$2,000 per annum, nor shall any officer or enlisted man, within the exceptions enumerated, whose retired or active pay amounts to \$2,500 per annum or more be appointed to any position in this Department. But officers and enlisted men, within the exceptions enumerated, whose retired or active pay does not amount to \$2,500 per annum may be appointed to any position in this Department the salary of which is less than \$2,500 per annum.

Irrespective of the salary involved no full time employee of this Department shall receive additional salary or pay for any other service in this Department unless specifically authorized by law.

Henry Wallace
Secretary.

THE UNIVERSITY OF CHICAGO PRESS
1207 EAST 58TH STREET
CHICAGO, ILLINOIS 60637
U.S.A.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

Mr. [unclear] [unclear]
Notif. Amco
[initials]

September 26, 1922.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Solicitor of the Department, in his opinion No. 10334 rendered to the Chief Personnel Officer under date of August 7, 1922, in the case of a retired army officer employed as a clerk in the Forest Service on the statutory roll, calls attention to the fact that paragraph 16 of the Fiscal Regulations is ambiguous, in that it indicates that the prohibition against the payment of dual compensation, irrespective of the amount involved, is not applicable to retired officers of the Army, Navy, Marine Corps or Coast Guard, which is not the law.

In order that there may be no further misunderstanding or improper interpretation of the regulation in the future, the Advisory Committee on Finance and Business Methods has prepared the attached memorandum proposing to amend paragraph 16 of the Fiscal Regulations and earnestly recommends your approval of same. This regulation was submitted to the Solicitor and the attached memorandum has been initialed by him.

Very respectfully,

A. G. [unclear]

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

RECEIVED

U.S. DEPARTMENT OF AGRICULTURE

SEP 11 1922



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 29, 1922.

MEMORANDUM NO. 396

Committee on Terminology

A Department Committee on Terminology consisting of the following named persons has been appointed for the purpose of establishing a uniform practice in the use and spelling of words and terms in Department publications:

The Assistant Secretary of Agriculture.
Dr. E. D. Ball, Director of Scientific Work.
Dr. W. A. Taylor, Chief, Bureau of Plant Industry.
Dr. H. C. Taylor, Chief, Bureau of Agricultural Economics.
Dr. J. R. Mohler, Chief, Bureau of Animal Industry.
Mr. E. C. Powell, Chief Editor, Division of Publications.
Mr. F. M. Russell, In Charge Press Service.

Such a committee is necessary because of the present lack of uniformity in our publications due to the differences of opinions of writers and editors in the various Bureaus in regard to words on which the authorities are not in agreement.

Questions relating to terminology will be submitted to the committee by the Chief of the Division of Publications when they arise in connection with the editing of manuscripts or such matters may be referred to the committee direct by Bureau Chiefs.

All communications should be through the Assistant Secretary who is designated as chairman of the committee.

Henry Wallace
Secretary.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

F

October 9, 1932.

MEMORANDUM NO. 396 (SUPPLEMENTAL)

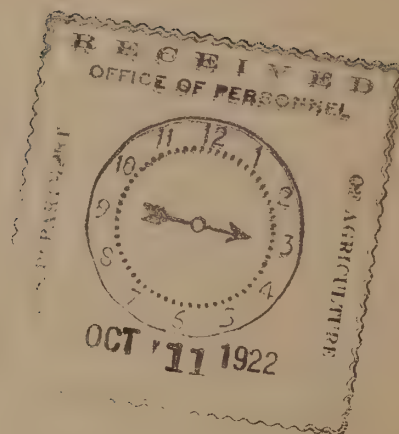
Committee on Terminology

Inasmuch as legal terminology and usage play an important part in the publications of this Department, the Solicitor of the Department is hereby appointed an additional member of the Department Committee on Terminology which was named in Memorandum No. 396, dated September 29, 1932.

Kenyon Wallace

Secretary.

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DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

Please

Secretary's Room

December 12, 1922.

MEMORANDUM NO. 396, SUPPLEMENTAL.

Committee on Terminology to Study Personnel and
Organization Titles.

In addition to the duties prescribed by Memorandum No. 396, the Department Committee on Terminology is directed from time to time to submit suggestions and recommendations to the Secretary with a view to establishing uniform titles for Department workers who hold the same relative positions in the various bureaus, and also to establish uniform names for the different bureau subdivisions, making such surveys as may be necessary for this purpose. Mr. W. A. Jump, of the Office of the Secretary, is designated as an additional member of the Committee when it is to consider matters under this authorization.

The personnel of the Committee with this additional member is as follows:

The Assistant Secretary of Agriculture.
Dr. E. D. Ball, Director of Scientific Work.
Dr. W. A. Taylor, Chief, Bureau of Plant Industry.
Dr. H. C. Taylor, Chief, Bureau of Agricultural Economics.
Dr. J. R. Mohler, Chief, Bureau of Animal Industry.
Mr. E. C. Powell, Chief Editor, Division of Publications.
Mr. F. M. Russell, In Charge Press Service.
Mr. R. W. Williams, Solicitor.
Mr. W. A. Jump, Administrative Assistant.

Henry Wallace

Secretary.

Dear Mr. Pugsley:

Very few publications actually originate in the Solicitor's office, but legal terminology and usage play an important part in our publications. Without the Solicitor on the committee the legal viewpoints may be overlooked or may not be understood. May I suggest therefore that he be consulted?

C. M.

OFFICE OF

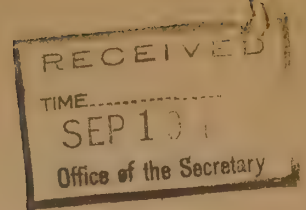
PACKERS AND STOCKYARDS ADMINISTRATION.

REFERRED TO

FOR-

APPROVAL	INITIALS
ATTENTION	MEMORANDUM
COMMENT	NOTE AND FILE
CONSIDERATION	NOTE AND RETURN
CORRECTION	RECOMMENDATION
INVESTIGATION	RUSH

DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.



September 19, 1922.

MEMORANDUM FOR THE SECRETARY.

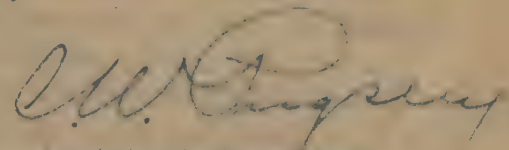
Dear Mr. Secretary:

Under date of August 29th I was advised by Mr. Jump that you had approved my suggestion that a Department Committee on Terminology be appointed and that you would like to have my suggestions as to the personnel of the committee. Dr. Ball and I have conferred in the matter and we suggest the following names:

Dr. E. D. Ball, Director of Scientific Work.
Dr. W. A. Taylor, Chief, Bureau Plant Industry.
Dr. H. C. Taylor, Chief, Bureau of Agricultural Economics.
Dr. J. R. Mohler, Chief, Bureau of Animal Industry.
Mr. E. C. Powell, Chief Editor, Division of Publications.
Mr. F. M. Russell, In Charge Press Service.
Assistant Secretary.

There is attached a suggested memorandum to Bureau Chiefs advising them of the appointment of the committee.

Sincerely,


Assistant Secretary.

Enclosure.

the committee. Mr. Hall and
the other and suggest the

Mr. H. D. Hall, Director of Scientific Service.

Mr. J. L. Miller, Chief, Bureau of Animal
Industry.
Mr. W. C. Howell, Chief, Division of
Fisheries.
Mr. J. L. Miller, In Charge, Bureau of
Fisheries.

There is attached a suggested program to
be carried out at the point of the
committee.

Sincerely,

Resistant Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

September 8, 1922.

MEMORANDUM FOR DR. E. D. BALL
Director of Scientific Work

Dear Doctor Ball:

Please note attached memorandum from Jump dated August 29.

As a tentative basis for further consideration before we join in our recommendation to the Secretary, I suggest that we recommend that the committee be chosen from the following:

- ✓ Dr. E. D. Ball, Director of Scientific Work.
- ✓ Dr. W. A. Taylor, Chief, Bureau Plant Industry.
- ✓ Dr. H. C. Taylor, Chief, Bureau of Agricultural Economics.
- ✓ Dr. J. R. Mohler, Chief, Bureau of Animal Industry.
- Dr. L. O. Howard, Chief, Bureau of Entomology.
- Dr. A. C. True, Director, States Relations Service.
- ✓ Mr. E. C. Powell, Chief Editor Division of Publications.
- ✓ Mr. F. M. Russell, In Charge Press Service.
- ✓ Assistant Secretary.

This is probably too large a committee, although I am not sure but that it might be wise to have a large committee. If the committee is to be reduced to five in number I would suggest that it be composed of Dr. Ball, Dr. W. A. Taylor, Dr. H. C. Taylor, Dr. Mohler and Chief Editor Powell. It seems to me that it would be wise to have the head of the Press Service on the committee, although he could be easily notified of the findings. Dr. True served for a number of years as Chairman on the Committee on Terminology of the Association of Land Grant Colleges. I have always had a very high regard for his ability in the use of the English language. Dr. L. O. Howard is, I understand, also gifted in this line.

Ans. Sec

As a tentative basis for further consideration before we join in our recommendation to the Secretary, I suggest that we recommend that the committee be chosen

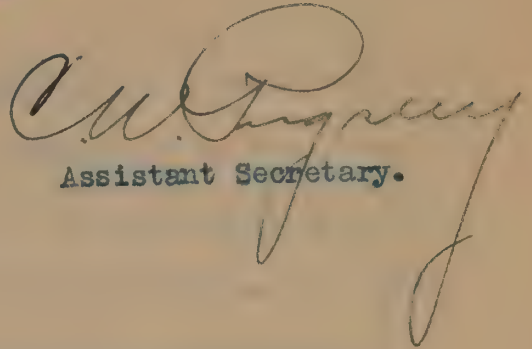
- Dr. H. D. Hall, Director of Biological Services
- Dr. W. A. Taylor, Chief, Bureau of Plant Industry
- Dr. H. C. Taylor, Chief, Bureau of Entomology
- Dr. J. H. Miller, Chief, Bureau of Animal Industry
- Dr. L. C. Howard, Chief, Bureau of Botany
- Dr. L. C. Howell, Chief, Division of Fishes

This is probably too large a committee, although I am not sure but that it might be wise to have a large committee. If the committee is to be reduced to five in number I suggest that it be composed of Dr. Hall, Dr. A. A. Howard, Dr. H. C. Taylor, Dr. J. H. Miller, and Dr. L. C. Howard. It seems to me that it would be wise to have the head of the Bureau of Plant Industry on the committee, although he could be easily notified of the findings. Dr. Taylor served for a number of years as chairman on the Committee on Research on the Association of Plant and Animal Sciences. I have always had a very high regard for his ability in the use of the English language. Dr. L. C. Howell is, I understand, also fitted in this line.

Most of the controversies are likely to arise over words which are used by various Bureaus with slightly different meanings. Three Bureaus where this may occur are Plant Industry, Animal Industry and Agricultural Economics.

I will be glad to have your suggestions.

Sincerely,


Assistant Secretary.

Enclosure.

Two sets of guidelines are presented and the fact
that the guidelines are used by various persons in slightly different

ways is noted. The guidelines are presented in a table.

Guidelines for the use of the guidelines are presented.

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Guidelines for the use of the guidelines are presented.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

August 29, 1922.

Hon. C. W. Pugsley,

Assistant Secretary.

Dear Mr. Pugsley:

The Secretary has approved the suggestion in your letter of August 21 that a Department committee on terminology be appointed. He would like to have your suggestions as to the personnel of such a committee and requests that you confer with Dr. Ball and let him have your joint recommendation. Perhaps with the appointment of the committee, the Secretary should issue a memorandum to the Department. If this is the case, will you have the necessary paper drawn up and submit it at the same time the suggestions are sent forward on the personnel of the committee.

Sincerely yours,


Administrative Assistant.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

August 21, 1922.

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

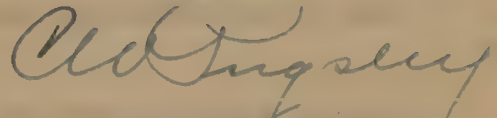
I wish to recommend the appointment of a Department committee on terminology.

There is considerable lack of uniformity in the use and spelling of many words in our publications because of difference of opinion of writers and editors in the various bureaus in regard to words on which the authorities are not in agreement. For instance, some bureaus prefer to use the word "livestock," while others prefer "live stock" and still others might use "live-stock." The word "purebred"-- "pure bred," is another example and there are many others. Sometime ago a question as to the use of the words "muskmelon" and "cantaloupe" arose. The Bureau of Plant Industry thought that the word "muskmelon" is the correct one to use, while the Bureau of Agricultural Economics stated that the word "cantaloupe" is in such use in trade that an attempt to introduce the word "muskmelon" would only result in confusion.

The above and similar cases that are constantly arising suggest the need of a committee on terminology in the Department to finally determine the usage and spelling of terms on which the dictionaries do not agree and which are not included in the Government Printing Office style book. Paragraph I-1-c of Circular No. 75 of the Bureau of the Budget also makes such a committee advisable.

Dr. Ball also agrees that a committee on terminology is desirable.

Sincerely,


Assistant Secretary.

Very truly,
Sincerely,

I wish to recommend the appointment of a committee on terminology.

There is considerable lack of uniformity in the use and spelling of many words in our publications because of differences of opinion of writers and editors in the various departments in regard to words on which the authorities are not in agreement. For instance, some persons prefer to use the word "live stock," while others prefer "live stock," and still others write "live-stock." The word "livestock" is a better word, is a better example and more easily understood. Some use a variation as to the use of the word "livestock" and "livestock" is the correct one to use, while the word "livestock" is the correct one to use. The word "livestock" is in such use in the United States that it is not only correct in spelling.

The above and similar cases that are constantly arising suggest the need of a committee on terminology in the Department to finally determine the usage and spelling of words on which the authorities do not agree and which are not included in the Government Printing Office style book. I am of the opinion that it is of the interest of the

Tr. Bell also agrees that a committee on terminology is desirable.

Sincerely,

August 12, 1922.

MEMORANDUM FOR MR. COBBS,
Chief, Division of Publications.

Dear Mr. Cobbs:

The attached proofs for Department Circulars 235 and 241 bring up the matter which appears to deserve consideration by everyone connected with editorial and publication work in the Department. I refer to the subject of correct and uniform terminology. The attached copies of the Weekly News Letter (February 4 and April 21, 1920) show that this office received the support of the Division of Publications at that time in the effort to give official sanction to the correct use of words on which dictionaries disagreed, or which did not appear in the dictionaries or style book. I am attaching also a list of terms used very frequently in this Bureau, together with the plan by which decision is reached.

In the proofs referred to you will note that the terms "purebred" and "livestock" have both been changed from one word to two words since the manuscript left this office, notwithstanding that the same words have for several years appeared as one word in our printed publications. Such a matter is annoying. To allow the proof to stand as it is means inconsistency with recent publications and to change the proofs, in which the words appear so often, involves delay and expense.

We feel that there should be a committee to be the authority in the Department for words of controversial character and to establish the correct usage which all Bureaus are to follow. This Bureau gladly defers to other branches of the Department in the correct style of terms on which they are the logical authorities. Similarly we consider it only fair to be regarded as the proper authorities for the correct use of terms involving the breeding, feeding, raising, and veterinary treatment of domestic animals.

The logical plan would be to have a committee decide on the various terms and then furnish each editorial office in the Department, and also the editors in the Division of Publications and in the Press Service, with a list of approved terms supplementary to the style book.

Merely as an incident to show what misunderstanding causes, I may add that the term "Corn Belt" referred to in the News Letter story "Farming Outruns Dictionary," was submitted with the first letters capitalized. That was the approved form and it is also the

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form in which it appears in numerous Department publications. However, some one in the Press Service marked it lower case and it was so printed as the approved form much to our chagrin.

Merely as a matter of form I have marked the attached proofs as we should like to have them printed, but we are willing to leave the decision in this case to you. Reasonably prompt publication, however, is desired, the matter of style being secondary.

Very truly yours,

D. S. Burch,

Editor of Bureau.

Inclosure

UNITED STATES DEPARTMENT OF AGRICULTURE

DIVISION OF PUBLICATIONS

WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO
C

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

August 14, 1922.

MEMORANDUM FOR THE ASSISTANT SECRETARY. ★ SEP

Dear Mr. Pugsley:

I am attaching a memorandum received from Mr. Burch of the Bureau of Animal Industry in regard to a matter which has been the subject of considerable discussion in the past and which I think will have to be taken care of in the way outlined by Mr. Burch. I made the same suggestion to the Secretary more than a year ago.

The Printing Office issued a new style book this spring. The changes in the words enumerated by Mr. Burch, together with a number of others suggested by the Department, were recommended for inclusion but were not made. The manuscripts Mr. Burch refers to were edited in conformity with the style book and apparently without regard to the fact that the spelling of the words "purebred" and "livestock" had been approved by the Chief of this Division two years ago. The whole point in the matter is that some provision must be made for uniformity in the spelling and use of such terms by the Department, for where Animal Industry may use "purebred" as one word other bureaus may use it as two. This Division obviously can not edit manuscripts in separate style for each bureau.

I feel that there is a real need for some authoritative body within the Department to determine the usage and spelling of terms on which the dictionaries are in disagreement so that standard practice for the Department may be established, the use of the terms be recognized by the Government Printing Office, and an effort made to secure uniformity in the dictionaries.

Apparently a start in this direction was made when Mr. Reid was Chief of Division but very little seems to have been done.

Very sincerely yours,

W. L. Ransom, Jr.
Chief of Division.

Enclosures.

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Corn Belt (capitalize)
Standardbred (capitalize for breed of horses)
standardbred (small, poultry term)
intradermic, not intradermal
livestock (one word)
antihog-cholera
butterfat
milk cow, not milch cow
milk goat
purebred
blood ring (poultry term, two words)
bloodline (in animal breeding, one word)
condensary (dairy term), not condensary
overrun (dairy term), one word
post-injection (takes hyphen preceding noun)
pre-infection " " " "
skim milk (two words)

TREASURY DEPARTMENT
Bureau of the Budget.
Washington

August 4, 1922.

PRINTING, BINDING, AND DISTRIBUTION OF GOVERNMENT PUBLICATIONS

TO THE HEADS OF DEPARTMENTS AND ESTABLISHMENTS:

Investigations and recommendations made by the Permanent Conference on Printing have disclosed conditions showing the need for further economy and efficiency in the printing, binding, and distribution of Government publications, and the following rules and regulations are hereby prescribed:

I. AUTHORS' CORRECTIONS.

1. In order to provide against the transmission to the Public Printer of incomplete, illegible, or improperly prepared manuscript, or the return of proof having improper corrections or unnecessary changes and additions, the following rules will be observed:

- (a) All copy will be carefully reviewed and revised before it is sent to the Public Printer in order that the language shall be finally determined upon in correct grammatical form to convey clearly the thought desired.
- (b) Changes from or additions to original copy on proof sheets will be made only in extreme cases when necessary to a proper understanding of the context or to correct errors of substance.
- (c) All proofs, and especially first proofs, will be promptly and carefully read upon receipt, and corrected in accordance with the "Style Manual" of the Public Printer. Should it become necessary on account of unavoidable circumstances to change proofs so as to necessitate what is practically new composition, new copy should be prepared and sent to the Public Printer.

2. Heads of departments and establishments, upon receipt of this circular, will bring this matter to the attention of authors and copy editors in their departments or establishments and will require those charged with the responsibility of reviewing manuscripts and proofs to see that the same are properly prepared and corrected in accordance with the above rules.

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF THE HISTORY OF ARTS AND ARCHITECTURE

CHICAGO, ILLINOIS

1911

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1911

1911

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1911

II. PRINTED REPORTS.

3. Under a provision in the Deficiency Act of June 16, 1921 (42 Stat. 64), the heads of departments and establishments were authorized to discontinue the printing of annual or special reports provided the original copies thereof are kept on file. As a result the cost of printing annual reports was reduced from \$360,436.65 for the fiscal year 1921 to \$180,459.24 for the fiscal year 1922. This provision of law has been reenacted for the fiscal year 1923 (Act of March 20, 1922, 42 Stat., 427), and heads of departments and establishments are urged to effect still further economies -

- (a) By making further reductions in the printing of reports for the fiscal year 1923.
- (b) By making the reports as brief and concise as possible, and
- (c) By avoiding duplication in the printing of reports.

4. When the report of a bureau or branch of a department or establishment is printed as a separate document, it should not be reprinted to any considerable extent in the report of the head of the department or establishment unless specifically required by law. This will not apply to the Report of the Secretary of the Treasury on the State of the Finances.

III. BINDING OF REPORTS.

5. The binding of reports will be limited solely to cloth or paper and requisitions will be drawn accordingly.

IV. UNIFORM CALENDARS.

6. Hereafter wall calendars for the use of all departments and establishments will be supplied in two styles only, viz., 11 $\frac{1}{2}$ x 12 $\frac{1}{2}$ inches in two colors, and 9 x 10 inches in one color, both without pictures.

V. DISTRIBUTION OF PUBLICATIONS.

7. In order to avoid the accumulation in the Government Printing Office of publications printed on order of the departments and establishments for free distribution in excess of their requirements, and to furnish information upon which the Public Printer may determine the number of copies to be printed for sale, the following regulations are prescribed:

- (a) Mailing lists furnished by departments and establishments for the use of the Superintendent of Documents in making distribution of Government publications will be limited as follows (unless conditions require a wider free distribution):

1. The first part of the report
describes the general situation
of the country in 1910.
It shows that the country
was in a state of
anarchy and that the
government was unable to
maintain order.

2. The second part of the report
describes the general situation
of the country in 1911.
It shows that the country
was in a state of
anarchy and that the
government was unable to
maintain order.

3. The third part of the report

describes the general situation
of the country in 1912.

4. The fourth part of the report

describes the general situation
of the country in 1913.
It shows that the country
was in a state of
anarchy and that the
government was unable to
maintain order.

5. The fifth part of the report

describes the general situation
of the country in 1914.
It shows that the country
was in a state of
anarchy and that the
government was unable to
maintain order.

6. The sixth part of the report
describes the general situation
of the country in 1915.
It shows that the country
was in a state of
anarchy and that the
government was unable to
maintain order.

- (1) Collaborators and cooperators with the departments in their investigations.
 - (2) Organizations exchanging like courtesies.
 - (3) Libraries.
 - (4) Educational and scientific institutions.
 - (5) Officials of the Government.
 - (6) The press.
- (b) The head of each department or establishment will cause a careful study to be made of the question of the distribution of each publication issued by his department or establishment in order to determine, in advance of the drawing of the requisition, the exact number of copies which will be required for distribution under the above regulations.
- (c) Each requisition for printing a Government publication will be accompanied by the following information:
- (1) A brief description of the publication.
 - (2) Whether for official use or general distribution.
 - (3) Number of copies to be used for the initial distribution.
- (d) Copies of all announcements and press notices of the issuance or proposed issuance of a Government publication will be forwarded direct to the Superintendent of Documents.
- (e) Attention is called to the provisions of law (Act approved August 23, 1912, 37 Stat., 414, sec.8), requiring the mailing of any publication for public distribution to be done by the Public Printer at the Government Printing Office, and also to the provisions of the Printing Act of 1895 (28 Stat., 611-12, sec. 67), providing that all public documents accumulating in the Executive departments, bureaus, and offices not needed for official use shall be annually turned over to the Superintendent of Documents for distribution or sale.

By direction of the President:

H. M. LORD

Director of the
Bureau of the Budget.

BUREAU OF ANIMAL INDUSTRY.
EDITORIAL OFFICE.

PLAN TO STABILIZE AGRICULTURAL AND LIVE-STOCK TERMS.

Following are a number of live-stock, agricultural, and scientific terms on which dictionaries disagree and for which there is no standard style. In the interests of uniformity and sensible use, it seems desirable to obtain opinions from bureau officials with a view to establishing usage acceptable to the majority. Arrangements will then be made to have the approved terms so accepted by dictionary editors.

<u>Word or term.</u>	<u>Point raised.</u>
live stock	Two words, one, or compound.
livestock	
live-stock	

How recognized by various authorities.

All dictionaries give it as two words. Some agricultural or live-stock papers print it as one word.

Recommended by B. A. I. Editorial Office.

livestock. ^{was} In the case of "Railroad" it formerly ~~was~~ written "rail road" ^{was} but for convenience ^{was} contracted to its present form. Many publications use it as recommended.

Opinion of divisions chiefly interested.

Animal Husbandry Division

Dairy Div.

live stock

J. B. Bell

Opinions of other divisions.

✓ Tuberculosis Eradication Division —

Tick Eradication Division —

Zoological Division —

Field Inspection Division —

Meat Inspection Division —

livestock

livestock (B. A. I. 1915, 1916, 1917, 1918, 1919, 1920, 1921, 1922, 1923, 1924, 1925, 1926, 1927, 1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 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BUREAU OF ANIMAL INDUSTRY,
EDITORIAL OFFICE.

PLAN TO STABILIZE AGRICULTURAL AND LIVE-STOCK TERMS.

Following are a number of live-stock, agricultural, and scientific terms on which dictionaries disagree and for which there is no standard style. In the interests of uniformity and sensible use, it seems desirable to obtain opinions from bureau officials with a view to establishing usage acceptable to the majority. Arrangements will then be made to have the approved terms so accepted by dictionary editors.

<u>Word or term.</u>	<u>Point raised.</u>
over run overrun	One word or two. Also correct definition.

How recognized by various authorities.

Not in any dictionary as a creamery term.

Recommended by B. A. I. Editorial Office.

Overrun (one word). Will Dairy Division please supply a definition of this term.

Opinion of divisions chiefly interested.

Dairy Division.

Overrun — H.T.B.

~~Animal Husbandry Division.~~

Opinions of other divisions.

Approved:

Chief of Bureau.

W.P.H.

Chief, Division of Publications.

BUREAU OF ANIMAL INDUSTRY,
EDITORIAL OFFICE.

*Please return to
B. A. I. Editor's Office*

PLAN TO STABILIZE AGRICULTURAL AND LIVE-STOCK TERMS.

Following are a number of live-stock, agricultural, and scientific terms on which dictionaries disagree and for which there is no standard style. In the interests of uniformity and sensible use, it seems desirable to obtain opinions from bureau officials with a view to establishing usage acceptable to the majority. Arrangements will then be made to have the approved terms so accepted by dictionary editors.

Word or term.

Point raised.

intradermal
intradermic

Which term is preferable as applied
to the tuberculin test?

How recognized by various authorities.

Webster gives "intradermic" and Century and Standard do not give either form.

Recommended by B. A. I. Editorial Office.

intradermic

Note.-Intradermal is the term most used in connection with tuberculin testing, but there is a well-established intradermic test for glanders.

Opinion of divisions chiefly interested.

The terms intradermal and intradermic are used synonymously. Intradermal is preferable in our judgment because of its longer use and more widely known definition.

Biochemic Division prefers "intradermic". This term seems to correspond with the expressions, "hypodermic", "ophthalmic" etc. - J.A.N.

Opinions of other divisions.

Pathological Division prefers intradermic for same reasons as given by Biochemic. J.S. Buckley

Approved:

[Signature]
Chief of Bureau.

[Signature]
Chief, Division of Publications.

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

September 28, 1921.

MEMORANDUM FOR MR. PUGSLEY.

Dear Mr. Pugsley:

I still think that there should be some sort of a committee on terminology to take up such matters as the one I mention. That is, unless you or somebody else in the Secretary's Office wants the job of deciding the nomenclature we should use.

Very sincerely yours,


Chief of Division.

Enclosures.

Edmund

UNITED STATES DEPARTMENT OF AGRICULTURE
DIVISION OF PUBLICATIONS
WASHINGTON

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO

C

June 9, 1921.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Recently a difference of opinion in regard to the use of the terms "muskmelon" and "cantaloupe" brought out what, to my mind, is the very evident need of having in the Department a committee to decide upon the terminology to be used by the Department. As matters stand now, for example, the Bureau of Plant Industry thinks that the word muskmelon is the correct one to use, while the Bureau of Markets says that cantaloupe is in such use in trade that an attempt to introduce the word muskmelon would only result in confusion.

I should like to suggest to you the desirability of forming an advisory committee on common names of plants which would investigate and determine the terms which the Department should use. I think it would be necessary to avoid having such a committee make what might be looked upon outside the Department as official names of varieties of plants, but it would, I think, help materially to standardize and stabilize the use of correct terms within the Department.

Very sincerely yours,

Geo. L. Graves Jr.
Chief of Division.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

FILED
★ OCT 18 1922
Please return to
the Secretary
October 9, 1922.

MEMORANDUM No. 397

Amendment to the Administrative Regulations.

Foreign Mailing Lists

Paragraph 180 of the Administrative Regulations is hereby rescinded.

Paragraph 179 of the Administrative Regulations is hereby amended to read as follows:

179. BUREAU FOREIGN MAILING LISTS.- The Bureaus may maintain foreign mailing lists for their respective publications. To prevent duplication, and for use in obtaining exchanges, all bureaus having such lists must file copies of the same with the librarian of the Department, who shall also be notified from time to time of all additions or changes in the list, in order that a consolidated list of all addresses may be maintained in the library.

The Division of Publications will keep an accurate record of all foreign postage paid for the various bureaus of the Department and make monthly report thereof to the Chief Clerk of the Department, who will take the necessary steps to reimburse the appropriation of the Secretary's Office from the appropriation of the various bureaus for the amount of foreign postage paid each quarter.

Samuel Wallace

Secretary.

J

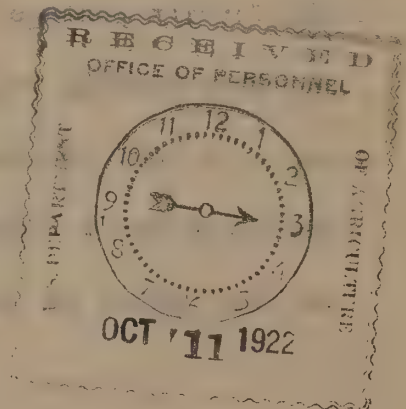
...to the Administrative Department.
...of the Department of Agriculture is hereby

...to be maintained in the

...of the Department of Agriculture, and for the purpose of maintaining
...of the Department of Agriculture, and for the purpose of maintaining
...of the Department of Agriculture, and for the purpose of maintaining
...of the Department of Agriculture, and for the purpose of maintaining

The Division of Production will keep an accurate record of

...for the purpose of maintaining the Department



WB
CUB

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

October 2, 1922.

MEMORANDUM FOR THE ASSISTANT SECRETARY.

Dear Mr. Pugsley:

The Advisory Committee on Finance and Business Methods has carefully considered the attached papers in regard to foreign mailing lists and the suggested memorandum amending paragraph 179 of the Administrative Regulations and rescinding paragraph 180.

The proposed memorandum meets with the approval of the Committee, but it is believed the Division of Publications should report monthly to the Chief Clerk of the Department of all foreign postage paid for the various bureaus, instead of quarterly as provided by the last paragraph of the memorandum. It has therefore taken the liberty of changing same accordingly, and respectfully recommends the issuance of the proposed memorandum.

Very respectfully,

A. Gaynone

Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

1

THE [illegible] OF [illegible]

CHAPTER I

THE [illegible] OF [illegible]

[illegible text]

[illegible text]

Administrative Regulations.

179. BUREAU FOREIGN MAILING LISTS.- The bureaus may maintain foreign mailing lists for their respective publications, but no list shall exceed 200 names (without permission of the Secretary); nor shall the number of individuals appearing thereon exceed 10 per cent of the total number of addresses on the list. To prevent duplication, and for use in obtaining exchanges, all bureaus having such lists must file copies of the same with the librarian of the department, who shall also be notified from time to time of all additions or changes in the list, in order that a consolidated list of all addresses may be maintained in the library.

Omitted matter in heavy brackets ().

Paragraph 180 relates to "Additional Copies to Foreign Addresses" and is also a restriction on foreign mailing lists. It is the purpose of the memorandum to remove these restrictions and therefore paragraph 180 is recommended to be rescinded.

FOREIGN MAILING LISTS

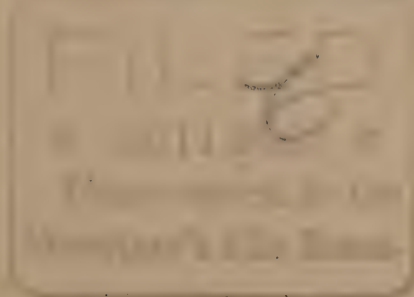
Paragraph No. 179 of the Administrative Regulations limits the size of foreign mailing lists that may be maintained by bureaus to 200 names, and limits the number of individuals that may appear thereon to 10 per cent of the total number.

The Bureau of Plant Industry points out that they have established contacts with many foreign experiment stations and individual scientists through their Office of Foreign Seed and Plant Introduction and through this source, at little expense to the Government, exceedingly valuable foreign plant material is obtained.

In order to properly carry on this work they recommend that the limit on the foreign mailing list established by Paragraph 179 be waived in so far as it applies to the foreign mailing list of the Office of Foreign Seed and Plant Introduction.

The principal objection to increasing the size of the foreign mailing list is the fact that the cost of postage is charged against the appropriation for miscellaneous expenses, Office of the Secretary, and has become a drain on that appropriation, amounting to \$2200 during the fiscal year 1922.

Doctor Ball thinks that the restriction on the foreign mailing list is unwise and should be repealed. He states that our foreign distribution is entirely inadequate to meet the needs of the scientific workers of the world, and that any matter of finances which would appear to stand in the way of a most liberal policy in this line should be adjusted and a policy of efficient distribution and exchange established. We can repeal the paragraph of Administrative Regulations referred to, leaving the matter of the size of foreign mailing lists entirely to the discretion of Bureau Chiefs. In order to relieve the drain on the appropriation for the Secretary's Office, that appropriation can be reimbursed for the amount of postage paid for each bureau. An accurate record is now kept of these amounts and it will be an easy matter to have a transfer of funds made each month or each quarter. A suggested memorandum amending Paragraph 179, and rescinding Paragraph 180, which is also a restriction on foreign mailing, is attached. This memorandum also provides for the reimbursement of the Secretary's appropriation for the amount of foreign postage paid for each bureau.



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

(SECRETARY'S) MEMORANDUM NO. _____

Paragraph No. 180 of the Administrative Regulations is hereby rescinded.

Paragraph No. 179 of the Administrative Regulations is hereby amended to read as follows:

179. "Bureau Foreign Mailing Lists.--The bureaus may maintain foreign mailing lists for their respective publications. To prevent duplication, and for use in obtaining exchanges, all bureaus having such lists must file copies of the same with the librarian of the department, who shall also be notified from time to time of all additions or changes in the list, in order that a consolidated list of all addresses may be maintained in the library."

The Division of Publications will keep an accurate record of all foreign postage paid for the various bureaus of the Department and make monthly report thereof to the Chief Clerk of the Department, who will take the necessary steps to reimburse the appropriation of the Secretary's Office from the appropriation of the various bureaus for the amount of foreign postage paid each quarter.

Secretary.

Original filed in 22-10-1940

The Librarian of the Department, who shall
be notified from time to time of all
new books or changes in the list, in order that
a corresponding list of all books may be
maintained.

The Librarian of the Department will keep an account
of all books received and will also maintain an account
of all books issued. The Librarian will also maintain
an account of all books which are necessary
for the Department.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE DIRECTOR OF SCIENTIFIC WORK
WASHINGTON

August 8, 1922.

MEMORANDUM FOR ASSISTANT SECRETARY PUGSLEY.

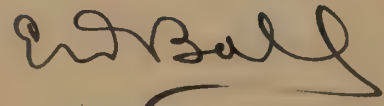
My dear Secretary:

I have read with interest the comments with reference to the paragraph in the Administrative Regulations in regard to foreign mailing lists, and while I recognize the gravity of the financial situation from the standpoint of an always overburdened miscellaneous fund, that should not be allowed in any way to interfere with the carrying out of a permanent policy of liberal foreign distribution of the Department's publications. \$2,000 a year for foreign postage represents an infinitesimal small sum in connection with the total cost of the Department's work or the total expenditure for the publication of results of such work.

When we remember that the North American continent carries only about 130,000,000 of population of the world's billion and a half, it should be immediately realized that our foreign distribution is entirely inadequate to meet the needs of the scientific workers of the world. Limiting our consideration for the time being to the more highly civilized sections of Europe alone, we will find there populations of over 300 million people that are contributing their share to world advancement. Any limitation on the free exchange of scientific thought and scientific material between these countries will inevitably slow down world progress and react unfavorably on the nation that adopts any such policy.

Any matter of finances which would appear to stand in the way of a most liberal policy in this line should be adjusted and a policy of efficient distribution and exchange established.

Sincerely yours,



Director.

August 2, 1941.

Mr. [Name] [Address]

Dear Sir:

I have read with interest the comments with reference to the paragraph in the Administrative Bulletin in regard to foreign relief funds, and while I recognize the gravity of the financial situation from the viewpoint of an agency which has miscellaneous funds, that should not be allowed in any way to interfere with the carrying out of a government policy of financial foreign distribution of the Department's resources. It is a fact that the total represents an infinitesimal small sum in connection with the total sum of the Department's work on the relief operations for the population of results of such work.

When we remember that the North American continent carries over 100,000,000 of population and that the world's population is still increasing, it is not surprising that our financial situation is entirely inadequate to meet the needs of the scientific workers of the world. Limiting our consideration for the time being to the very highly skilled scientific workers of Europe alone, we will find there a population of over 300 million people and are maintaining their share in this movement. Any limitation on the part of our scientific funds and scientific material between these countries will inevitably slow down their progress and that progress on the nation that adopts any such policy.

Any matter of finances which would appear to stand in the way of a most liberal policy in this line should be adjusted and a policy of efficient distribution and exchange established.

Sincerely yours,

[Signature]

Director.

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM.

Aug..7, '22

Dr. Ball:

I feel sure that Mr. Fugsley will want to have your comments on this matter as presented by Mr. Reese.

Mr. Reese considers that aside from the cost of postage involved that we are making an excessive foreign distribution of our publications. All things considered perhaps it is not such a wide distribution as it at first appears.

J. H. Francis

March 1, 1941.

Dear Mr. [Name]

I am very glad to hear from you and to learn that you are still active in the work of the League of Nations. I am sure that your efforts will be most effective in the future. I am sure that your efforts will be most effective in the future. I am sure that your efforts will be most effective in the future.

I am sure that your efforts will be most effective in the future. I am sure that your efforts will be most effective in the future. I am sure that your efforts will be most effective in the future. I am sure that your efforts will be most effective in the future. I am sure that your efforts will be most effective in the future.

I am sure that your efforts will be most effective in the future. I am sure that your efforts will be most effective in the future. I am sure that your efforts will be most effective in the future. I am sure that your efforts will be most effective in the future. I am sure that your efforts will be most effective in the future.

Sincerely yours,

[Signature]

Very truly yours,

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF CHIEF CLERK

WASHINGTON, D. C.

August 7, 1922.

MEMORANDUM FOR THE ASSISTANT SECRETARY.

With reference to the attached memorandum from the Chief of the Bureau of Plant Industry, I call attention to the fact that in the fiscal year 1922, the Department paid in postage \$5,461.13. Of this amount, \$2,209.29 went into the payment of foreign postage on packages of publications. The foreign mail report for the fiscal year 1922, of which a copy is attached, furnished by the Division of Publications, indicates ~~as~~ a dispatch during the fiscal year of 110,351 packages of publications. A package may be anywhere from one to twenty bulletins. If all restrictions are removed, it is certain that the number of packages and the cost of foreign postage will be very largely increased. If the limit is taken off, I am of the opinion that it will be only fair to require the various bureaus to reimburse the appropriation for miscellaneous expenses for the amount of their foreign postage. This could be done by monthly reports to me from the Division of Publications as to the amount of postage paid out for each bureau, and the appropriation for miscellaneous expenses then reimbursed by transfer settlement.

Very truly yours,


Chief Clerk.

... year 1913, the Department paid in postage \$2,441.13.
...
... The foreign mail report for the fiscal
year 1913, of which a copy is attached, furnished by the Division of
Publications, indicates as a dispatch during the fiscal year of
1913, 251 packages of publications. A package may be anywhere from
one to twenty volumes. If all restrictions are removed, it is
... will be very largely increased. If the limit is taken off, I am of
the opinion that it will be only fair to require the various bureaus
to reimburse the appropriation for dissemination expenses for the
cost of their foreign postage. This could be done by requiring
that the Division of Publications be reimbursed for the amount of

90 in use by Department
Watchmen. Cost - \$1.65

Entomology - 500 in use
by inspectors and other
field men. Cost - \$1.25

Federal Horticulture
Board - 250 in use
inspectors. Cost
1.25

Markets - 300 in use
by grain inspectors
and other field men.
Cost - \$1.00

Forest Service - About
2000 in use by all Forest
Service field men. Cost -
20 cents.

Biological Survey - 25
in use by field employees
other than wardens. Cost -
65 cents.

Biological Survey - 12 in
use by fur wardens. Cost -
65 cents.

Biological Survey - 30 in
use by Game Wardens. Cost
65 cents.

Biological Survey - 12 in
use by Deputy Fur Wardens.
Cost - 65 cents.

Biological Survey - 450
in use by Deputy Game
Wardens. Cost - 65 cents.

Insecticide Board - 10
in use by inspectors.
Cost - \$1.25

One in use by Lieutenant
of the Watch. Cost -
\$5.00

Bur. Animal Husb.-About
3000 in use by field em-
ployees other than in-
spectors. Cost - 19¢

Bur. Animal Husb.- About
2400 in use by inspectors.
Cost-19 cents.

Chemistry- New style - 40
in use by inspectors. 84.00

Chemistry - Old style - 100
still in use by inspectors.

Summary of the results of the analysis of the data					Total	
Number of cases					Percentage	
1	2	3	4	5	6	7
10	20	30	40	50	100	100
20	40	60	80	100	200	200
30	60	90	120	150	300	300
40	80	120	160	200	400	400
50	100	150	200	250	500	500
60	120	180	240	300	600	600
70	140	210	280	350	700	700
80	160	240	320	400	800	800
90	180	270	360	450	900	900
100	200	300	400	500	1000	1000

1922

1921

	July	August	Sept. & Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Office of Secretary	2.14	3.78	16.71	4.09	13.48	11.10	7.22	12.23	6.47	3.84	6.17
Fixed Nitrogen Laby.	5.00	4.00	-	-	-	-	-	-	-	-	-
Animal Industry	16.00	3.60	1.17	17.76	1.85	2.46	11.33	2.20	16.34	-	1.26
Biological Survey	.53	.08	1.43	1.12	.44	5.76	-	61.20	33.08	26.20	32.50
Chemistry	4.07	2.13	23.16	1.94	1.20	1.11	4.48	3.87	1.44	2.15	1.68
Entomology	5.51	4.40	20.55	5.74	7.29	7.78	6.61	9.01	7.83	5.08	5.11
Farm Management	.47	.67	1.28	1.43	.07	.52	.60	.92	.10	-	-
Fed. Hort. Bd.	9.28	2.72	3.82	1.59	2.48	1.51	3.92	1.87	3.67	.98	5.13
I. & F. Board.	.08	.05	.20	-	.06	-	.02	-	.25	.22	-
Library	11.36	16.99	33.06	11.59	10.99	15.70	9.79	15.21	13.67	13.52	9.74
Markets & C. E.	25.50	8.63	34.93	22.80	15.52	5.83	16.42	16.28	60.08	29.64	84.42
Plant Industry	30.71	74.95	122.67	146.43	90.46	85.74	101.28	116.80	81.93	53.99	46.79
Publications	137.15	259.21	368.45	134.51	153.91	190.23	97.54	126.19	130.16	214.35	125.59
Soils	.17	.12	.45	.77	2.00	.19	.46	.19	.23	.31	.69
States Relations	104.85	128.42	195.34	93.17	90.55	225.16	88.28	111.08	219.83	135.72	99.59
Public Roads	-	5.00	5.00	-	-	-	5.00	5.00	-	5.00	5.00
Forest Service	-	-	5.00	5.00	-	20.00	-	5.00	-	10.00	-
P. & S. Administr.	-	-	.09	2.42	.14	.10	2.07	.02	.65	3.19	.56
Exhibits	-	-	-	-	-	-	-	-	-	.02	-
TOTALS.....	\$352.82	\$514.75	\$833.31	\$450.36	\$390.44	\$573.19	\$355.02	\$487.07	\$575.73	\$504.21	\$424.23

Office of Secretary

Fixed Nitrogen Laby.

Animal Industry

Biological Survey

Chemistry

Entomology

Farm Management

Fed. Hort. Bd.

I. & F. Board

Library

Mkts & C.E.

Plant Industry

Publications

Soils

States Relations

Public Roads

Forest Service

P. & S. Administration

Exhibits

\$87.23

9.00

73.97

162.34

47.23

84.91

6.06

36.97

.88

161.62

320.05

951.75

1,937.29

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United States Department of Agriculture,
Bureau of Plant Industry.

Office of Chief of Bureau.

Washington, D. C., July 21, 1922.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Administrative Regulations of the Department, Paragraph 179, entitled "Bureau Foreign Mailing Lists", is as follows:

"The bureaus may maintain foreign mailing lists for their respective publications, but no list shall exceed 200 names (without permission of the Secretary); nor shall the number of individuals appearing thereon exceed 10 per cent of the total number of addresses on the list. To prevent duplication, and for use in obtaining exchanges, all bureaus having such lists must file copies of the same with the librarian of the department, who shall also be notified from time to time of all additions or changes in the list, in order that a consolidated list of all addresses may be maintained in the library."

The foregoing paragraph limits the number of individuals who may appear upon any one list to a maximum of ten per cent of the total number of addresses on the list and the size of the list itself to 200 addresses.

Our Office of Foreign Seed and Plant Introduction, in connection with its activities in introducing seeds and plants from foreign countries, has established many contacts with agricultural experiment stations, schools of agriculture, missionaries, and private experimenters throughout various sections of the world. Through these sources, with little or no cost to the Department, valuable plant material is obtained. These contacts are in large part established by the agricultural explorers and other Departmental employees when on foreign travel, and the Office of Foreign Seed and Plant Introduction continues the contact once established, through the exchange of plant material, through correspondence, and the sending of agricultural information, and particularly through furnishing cooperators with the office circular entitled "Plant Immigrants", which contains current notes on plant introductions.

The obtaining of plant material through correspondence and by exchanges with these cooperators constitutes a very important part of the work of securing new agricultural crops for this country. Many valuable introductions have been

obtained in this manner, with a minimum of expenditure. In order to properly carry on this phase of plant introduction, it is recommended that the limitation on both the size of the list and the number of individuals whose names appear thereon be waived in so far as it applies to the foreign mailing list of the Office of Foreign Seed and Plant Introduction.

Very sincerely,

M. A. Taylor
Chief of Bureau.

1871
The following is a list of the names of the persons who have been
admitted to the membership of the Society since the last meeting.
The names are given in alphabetical order.

Admission of new members

1871
The following is a list of the names of the persons who have been
admitted to the membership of the Society since the last meeting.
The names are given in alphabetical order.

Department of Agriculture,

OFFICE OF CHIEF CLERK.

Washington, D. C.

July 31, 1922.

MEMORANDUM FOR THE ASSISTANT SECRETARY.

In the fiscal year ending June 30, 1922, the appropriation Miscellaneous Expenses was charged with the payment of postage for the Department of Agriculture in amount \$5,461.13. The largest demands were as follows:

Bureau of Plant Industry.....	\$ 951.75
Division of Publications.....	\$1937.29
States Relations Service.....	\$1491.99

The other branches of the Department used very much smaller amounts.

I am not able to state exactly what porportion of the postage was for foreign postage, but in the case of the Bureau of Plant Industry and Division of Publication, there was a large proportion. I understand the greater part of expenditure for States Relations Service was for the payment of postage on motion picture films distributed.

If the limitation contained in Paragraph 179, Administrative Regulations is waived in the case of foreign mailing lists for the Office of Foreign Seed and Plant Introduction, the same privilege will doubtless be asked by many other branches of the Department. I note that Dr. Ball states that the whole paragraph is unwise and

Department of Agriculture

OFFICE OF CHIEF CLERK

Washington, D. C.

July 11, 1901

UNITED STATES DEPARTMENT OF AGRICULTURE

To the Chief Clerk, Department of Agriculture, Washington, D. C.

Enclosed for the Department of Agriculture are two copies of a report

on the subject of the investigation of the Department of Agriculture, 1901.

Very respectfully,
Your obedient servant,

Report of the Department of Agriculture, 1901.
Violation of Prohibition..... \$197.29
James William Thompson..... 0.00

The report is submitted to the Department of Agriculture for its consideration.

Respectfully,
Your obedient servant,

I am very glad to hear that the report is of interest to the Department.

and the Department of Agriculture, and in the case of the Department of Justice.

Respectfully,
Your obedient servant,

I am very glad to hear that the report is of interest to the Department.

and the Department of Agriculture, and in the case of the Department of Justice.

Respectfully,
Your obedient servant,

By the Department of Agriculture, 1901.

Respectfully,
Your obedient servant,

I am very glad to hear that the report is of interest to the Department.

and the Department of Agriculture, and in the case of the Department of Justice.

Respectfully,
Your obedient servant,

UNITED STATES DEPARTMENT OF COMMERCE
BUREAU OF CUSTOMS
WASHINGTON, D. C.

-2-

should be repealed. If this course is taken, it is certain that the charge against Miscellaneous Expenses for postage will be heavily increased. I am inclined to think that it would be fair if Paragraph 179 is abrogated to advise all branches of the Department using postage that they will be expected to reimburse the appropriation for Miscellaneous Expenses to the extent of their requirements.

and out as foreign mail? I am inclined to go with
the one I enclose as that I believe, representing the
entire fiscal year, 1922.

Chief Clerk.

...of this ... it is ...
...the ... of ...
...I am ...
...it ...
...not ...
...for ...
...reputation.

... ..

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF CHIEF CLERK
WASHINGTON, D. C.

August 1, 1922.

MEMORANDUM FOR MR. DEMAREE.

Will you not be good enough to have taken off your books a statement covering the fiscal year, 1922, of the number, weight, and postage of publications sent out as foreign mail? A statement in the form of the one I enclose is what I desire, but covering the entire fiscal year, 1922.

Very truly yours,

Chief Clerk.

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF CHIEF CLERK

WASHINGTON, D. C.

January 1, 1911

MEMORANDUM FOR THE CHIEF CLERK

Reference is made to the letter of the Chief Clerk of the Department of Agriculture, dated January 1, 1911, and to the letter of the Chief Clerk of the Department of the Interior, dated January 1, 1911, both of which are herewith enclosed for your information.

Very respectfully,
[Signature]

[Signature]

[Signature]

UNITED STATES DEPARTMENT OF AGRICULTURE

DIVISION OF PUBLICATIONS

WASHINGTON

ADDRESS REPLY TO
"CHIEF, DIVISION OF PUBLICATIONS"
AND REFER TO
0

August 4, 1922.

PRESS SERVICE
PUBLICATIONS
MOTION PICTURES
EXHIBITS

MEMORANDUM FOR THE CHIEF CLERK

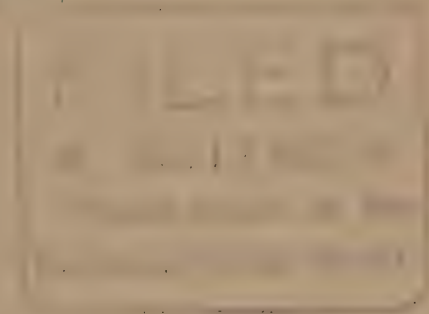
Dear Mr. Reese:

As requested in your memorandum of August 1, 1922,
I am enclosing a statement covering the fiscal year 1922
of the number, weight, and postage of publications sent
out as foreign mail.

Very truly yours,

Enclosure.

H. J. Demaree
H. J. Demaree,
Chief Clerk.



1. The first of these is the fact that the

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 7, 1922.

MEMORANDUM NO. 398.

Transportation Requests: Extra Fares.

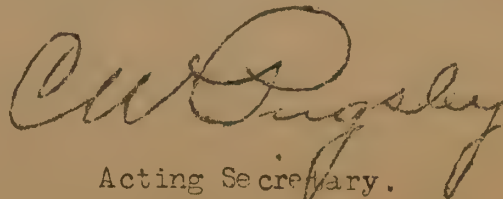
Paragraph 42 of the Fiscal Regulations is hereby amended to read as follows:

42. CUSTODY AND USE OF TRANSPORTATION REQUESTS: EXTRA FARES. -- Each employee to whom transportation requests are issued will be held responsible for the loss thereof and chargeable with the amount which may be required to be paid by the United States because of any improper use of the same.

All transportation requests remaining unused in the possession of an employee at the expiration of the limiting date must be returned to the bureau issuing same.

Transportation requests shall be presented by the traveler to the proper transportation companies in exchange for tickets or scrip books. Separate requests will be used for parlor, chair, or sleeping car accommodations. Through Pullman rates should be obtained in all cases where such rates are maintained, and transportation requests for Pullman accommodations should be issued entirely to destination of railroad ticket or to the point to which such accommodations will be required. Where a change of Pullmans enroute is necessary, the employee should secure the usual transfer check from the Pullman conductor, for exchange at the Pullman ticket office for accommodations beyond the point where a change of Pullmans is made. Transportation requests should be used for all travel upon business of the department where the fare involved is \$1 or more. Transportation requests issued in exchange for stateroom accommodations on steamships or other vessels must show definitely in the description block the cost of the accommodation secured and if in excess of the lowest available rate, the signature of the traveler should be placed immediately beneath the stated value. If transportation request is issued to cover both fare and stateroom accommodations, the value of each service should be indicated.

In case of refusal to accept a transportation request by the agent of any transportation company, the fact and any attending circumstances should be reported to the chief of bureau. Transportation requests drawn on one appropriation must not be used for travel chargeable to another appropriation. Transportation requests must not be used to cover deviations from direct routes of travel in connection with leave of absence of other personal business, or to cover extra fares on limited trains. Such extra fares must be paid in cash.


Acting Secretary.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

October 2, 1922.

MEMORANDUM FOR THE SECRETARY.

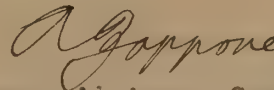
Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods has carefully considered the proposed amendment to Paragraph 42 of the Fiscal Regulations, designed to enable travelers of this Department to purchase stateroom and other accommodations costing in excess of the minimum service when minimum priced rooms are not available, without paying the difference between the minimum service furnished and the accommodations purchased in cash, from personal funds.

This Fiscal Regulation is in line with Circular No. 3 issued by the Traffic Manager of this Department and avoids the objection pointed out by the Comptroller General in disallowing a claim of the Norfolk & Washington Steamship Company, wherein a \$2.50 stateroom was secured by the traveler after the \$1.00 staterooms had been completely exhausted.

The attached memorandum was submitted to the Solicitor of the Department for examination and he has approved same by placing his initials thereon.

Very respectfully,



Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

1890. The first of the year was a very dry one, and the crops were much injured. The weather was very hot, and the crops were much injured. The weather was very hot, and the crops were much injured.

The second of the year was a very wet one, and the crops were much injured. The weather was very hot, and the crops were much injured.

The third of the year was a very dry one, and the crops were much injured. The weather was very hot, and the crops were much injured.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File Copy

October 12, 1922.

MEMORANDUM NO. 399.

Amendment to the Administrative Regulations.

Secretary's

Secretary's Memorandum No. 388 of July 1, 1922, is hereby rescinded, and the Administrative Regulations of the Department amended by the addition of the following paragraph:

264. OFFICIAL BADGE.-The official badge of this Department shall be issued to employees for identification purposes only and shall conform to the following specifications:

Material: Bronze - plain finish.

Size and shape: Two inches high by one and one-half inches wide, curved, pin fastening with safety catch.

Insignia: Union shield, surmounted by low eagle with its wings drooping to outer-upper corners of shield; directly under the eagle to be written the words "United States." A large "U" to be placed on the left-hand and a large "S" on the right-hand side of the shield; above or between these two letters to be exhibited "Department of Agriculture"; the remaining space to be used for displaying such matter as the needs of the bureau may require. All lettering to be raised.

Bureaus will purchase from their appropriations such badges as may be necessary to meet their requirements, but before placing any order for dies a drawing of the proposed badge will be submitted to the Office of the Secretary for approval and any variation from the above general design must have the specific approval of the Secretary.

In promulgating this regulation it is not required that serviceable badges be discarded, but new badges differing from the above will not be ordered without the approval of the Secretary.

Henry Wallace
Secretary.

and the other is the same as the first, but the
second is the same as the first, but the
third is the same as the first, but the

fourth is the same as the first, but the
fifth is the same as the first, but the
sixth is the same as the first, but the

seventh is the same as the first, but the
eighth is the same as the first, but the
ninth is the same as the first, but the
tenth is the same as the first, but the

eleventh is the same as the first, but the
twelfth is the same as the first, but the
thirteenth is the same as the first, but the
fourteenth is the same as the first, but the

264. OFFICIAL BADGE.- The official badge of this Department shall be issued to employees for identification purposes only and shall conform to the following specifications:

Material: Bronze - plain finish.

Size and shape: Two inches high by one and (three-eighths) one-half inches wide, curved, pin fastening with safety catch.

Insignia: Union shield, surmounted by low eagle with its wings drooping to outer-upper corners of shield; directly under the eagle to be written the words "United States." A large "U" to be placed (in) on the (upper) left-hand (corner) and a large "S" (in) on the (upper) right-hand (corner) side of the shield; above or between these two letters to be exhibited (in raised, black lettering on straight lines,) "Department of Agriculture"; the remaining space (below the wording "Department of Agriculture") to be (left blank and indented for the insertion of a plate) used for displaying such matter as the needs of the bureau may require.

(Blank badges will be procured from the Office of Inspection at cost.) Bureaus will purchase from their appropriations such badges as may be necessary to meet their requirements, but before placing any order for dies a drawing of the proposed badge will be submitted to the Office of the Secretary for approval and any (badges differing) variation from the above general design must have the specific (prior) approval of the Secretary.

Omitted matter in brackets ().

New matter underscored in red _____.

THE UNIVERSITY OF CHICAGO
LIBRARY

1911

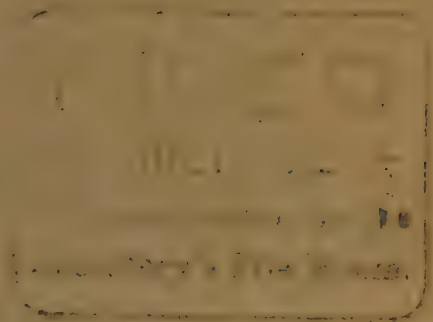
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LIBRARY

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THE UNIVERSITY OF CHICAGO
LIBRARY



Material: Bronze - plain finish.

Size and Shape: Two inches high by one and three-eighths inches wide.

Insignia: Union shield, surmounted by low eagle with its wings drooping to outer-upper corners of shield; directly under the eagle to be written the words "United States." A large "U" to be placed in the upper left-hand corner and a large "S" in the upper right-hand corner of the shield; between these two letters to be exhibited in raised, black lettering on straight lines, "Department of Agriculture"; the space below the wording "Department of Agriculture" to be left blank and indented for the insertion of a plate displaying such matter as the needs of the bureau may require.

United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

September 28, 1922.

MEMORANDUM FOR THE ASSISTANT SECRETARY.

Dear Mr. Pugsley:

By memorandum of September 19, 1922, Mr. Cronin requested the Advisory Committee on Finance and Business Methods to make to you a full report on the status of the badges delivered by Mr. Emanuel Baumgarten under an order placed with him as the result of competition on certain specifications.

Mr. Reese has already advised Mr. Baumgarten, under date of September 8th, as per copy attached, that the Department has rejected the badges furnished by him for the reason that they do not comply with the specifications as set forth in the bid. After very careful consideration of the whole matter the Committee feels that this is the only proper course for it to pursue and that the acceptance of Mr. Baumgarten's delivery under this order would involve an irregular financial transaction which this Committee can not sanction.

The procedure in the matter of procuring badges which was set forth in Secretary's memorandum No. 388 is now to be changed, and hereafter it is proposed that bureaus shall purchase from their appropriations such badges as may be necessary to meet their requirements, but before placing any orders for dies a drawing of the proposed badge will be submitted to the Office of the Secretary for approval

and the other of the same kind.

The first of these is the

the second of the same kind.

the third of the same kind.

the fourth of the same kind.

the fifth of the same kind.

the sixth of the same kind.

the seventh of the same kind.

the eighth of the same kind.

the ninth of the same kind.

the tenth of the same kind.

the eleventh of the same kind.

the twelfth of the same kind.

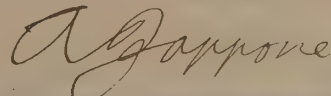
and any variation from the general design adopted must have the specific approval of the Secretary.

Hereafter in requesting proposals for badges the Committee is of the opinion that a carefully drawn representation of the badge desired, approved by the bureau recommending it, shall be duplicated by photograph, blueprinting, or otherwise, and a copy sent with each proposal, together with very carefully prepared specifications setting out in complete detail just what is desired.

Under the proposed new procedure for the procuring of badges each bureau will submit the design of the badge desired which must, however, conform in general to the Department's specifications without involving patching, soldering or inlaying.

In this connection there is submitted for your consideration a draft of Secretary's memorandum on the subject of badges, to supersede memorandum No. 388 already published.

Very respectfully,



Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

1. The first part of the report deals with the general situation of the country and the progress of the work during the year.

2. The second part of the report deals with the results of the work done during the year and the progress of the work during the year.

3. The third part of the report deals with the results of the work done during the year and the progress of the work during the year.

4. The fourth part of the report deals with the results of the work done during the year and the progress of the work during the year.

5. The fifth part of the report deals with the results of the work done during the year and the progress of the work during the year.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

OFFICE OF INSPECTION

FILE NO.

September 18, 1922.

MEMORANDUM FOR MR. CRONIN.

Dear Mr. Cronin:

I transmit herewith the file relating to Departmental badges, together with a proposed amendment to Administrative Regulation No. 264 with the suggestion that the same be referred to the Committee on Finance and Business Methods for consideration. You will note from the file that the contractor has been duly notified of the rejection of the badges furnished by him. In this connection Mr. Baumgarten has volunteered to furnish a new die and badge in accordance with the specifications originally submitted to him, or in view of the prospective change in the Administrative Regulations, Mr. Baumgarten will furnish a die and one sample badge for any bureau of the Department upon condition that his claim amounting to \$110.00 be passed for payment.

It occurs to me that the Government is well within its rights in rejecting the unsatisfactory badges tendered by Mr. Baumgarten and that it may require him to furnish satisfactory badges in accordance with the specifications. The fact, however, that the Department contemplates amending its Administrative Regulations to provide a different procedure could not be considered as affecting Mr. Baumgarten's right to make good, if possible, on his present contract.

In submitting the proposed regulation for consideration, however, it should be borne in mind that the effect of its adoption will be to prescribe a distinctive type and form of badge which all bureaus must adopt. This was the end which was sought to be gained by the procedure originally outlined in Memorandum 388. An investigation of the cost of the badges, however, under Memorandum 388 indicates that the original badge which the Department will furnish to the bureaus will cost 65¢; for the purpose of making the bureau insert to be attached to this badge a die costing from \$25 to \$35 will be required; the stamped insert pieces for this die will cost from 15¢ to 25¢ each, and the attaching of these inserts to the Forest Service badge will cost from 10¢ to 15¢, making the total cost of the badge, exclusive of dies, from 90¢ to \$1.05, and providing at best a doctored up badge. Under the proposed regulation the cost of each die required by the bureau will be approximately \$40.00 to \$45.00, the badges thereafter costing approximately 65¢. It would

0 02-100

therefore appear to be more economical to require each bureau to furnish its own die, following the general requirements of the Department, and would provide a better appearing badge.

Since I understand you desire an expression from the Committee on this subject, as well as the acceptance of Mr. Baumgarten's offer, I would suggest that the entire matter be covered in your memorandum of transmittal.

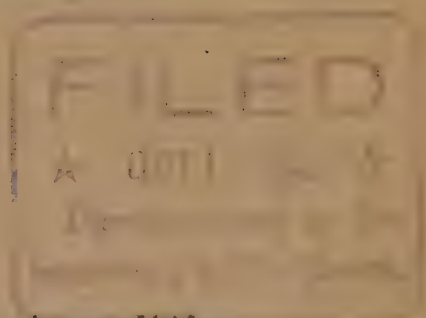
Very truly yours,

John S. Ward

Inspector.

September 8, 1922.

Mr. Emanuel Baumgarten,
502 - 11th St. NW,
Washington, D. C.



Dear Sir:

In reply to your letter of August 24, 1922, transmitting 100 badges covered by Requisition No. 1118, dated July 28, 1922, advising that the die in question would be forwarded from the factory at a later date, you are hereby advised that the badges in question have been inspected and rejected by the Department for the reason that they do not comply with the specifications set forth in the bid, in that the lettering is not raised black lettering as specifically called for, further the badge is more than two inches long, and the lettering and general workmanship is not of first class character.

The badges transmitted with your letter are being held subject to your order.

Very truly yours,

W/M

Chief Clerk.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

September 6, 1922.

MEMORANDUM FOR MR. ASHLEY
Office of Inspection.

Dear Mr. Ashley:

I have consulted the Secretary about the badge (No. 1 of exhibit). We do not want it accepted. It does not conform to specifications, neither are proportions correct. No. 2 of exhibit is more nearly what we have in mind so far as the eagle at top, general proportions and general form are concerned. The lettering should be carefully done and the badge should be curved. Company should be asked to submit either a completed drawing, or a sample badge for approval before badges and dies are made.

We like the way the lettering stands out on the Forestry badge (Exhibit No. 3). It is the easiest to read of any. Why not use the same material as is used in that?

I like the pin catch on No. 2 the best of all.

I am wondering if it would not be more satisfactory and perhaps cheaper, to have a die made for each Bureau needing a badge, rather than to make a quantity of the bases and then solder on the Bureau design as seems to be contemplated?

Sincerely,


Assistant Secretary.

Enclosure.

I have consulted the Secretary about the design (No. 1 of exhibit). We do not want it accepted. It does not conform to specifications, neither are the proportions correct. No. 2 of exhibit is more nearly what we have in mind so far as the scale at top, General proportions and general form are concerned. The latter is certainly better done and the bed should be changed. Generally should be used to admit either a horizontal drawing, or a sample piece for approval before design and also the scale.

We like the way the lettering stands out on the horizontal scale (Exhibit No. 3). It is the easiest to read of any. I do not use the same material as is used in the

THE JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION

I am wondering if it would not be more satisfactory and cheaper to have a die made for each letter, instead of having a single die to make a quantity of the letters and then solder on the wrong design as seems to be

Sincerely,



Emanuel Baumgarten

Contractor to the U. S. Government for Rubber Stamps, Seals, Stencils
Brass Signs, Badges, Trade Checks, &c.

502 11th Street, Northwest

Washington, D. C., August 24, 1922. 192

Department of Agriculture,
Washington, D.C.

Attention Chief of Supply
Division.

Dear Sir:-

We are sending you herewith the one hundred
special badges for your department.

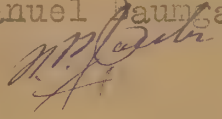
We regret to advise, however, that the die
as yet has not been received from the factory.

Realizing that you are in urgent need of the
badges we have not held the delivery of them waiting for
the die.

Very truly yours,

Emanuel Baumgarten

J:H

By 

Appropriation: Miscellaneous Expenses, Department of
Agriculture, 1933.

Req. No. 1118 (Sup.) M.

U. S. DEPARTMENT OF AGRICULTURE,
OFFICE OF THE SECRETARY,

Washington, D. C., July 28, 1922.

To Emanuel Baumgarten,
502--11th Street N.W.
Washington, D.C.,

Please deliver to this Department (Supply Division)
supplies itemized as follows:

1- Die of official badge of Department, @.....	45.00 ✓
100- Badges, @ .65 ea.	65.00 ✓
	\$110.00 ✓

Informal bid No. 69,
accepted July 25, 1922.

(Inspection).

Approved:

Henry Wallace

Secretary.

(Accounting Office Copy.)

W. H. M.

U. S. DEPARTMENT OF AGRICULTURE.

Voucher No. _____

MAIL THIS ACCOUNT
FOR SETTLEMENT
DIRECT TO THE
BUREAU ORDER-
ING GOODS OR
SERVICES.

(Bureau, Division, or Office.)

(DO NOT sign in duplicate.)

PUBLIC VOUCHER FOR PURCHASES, AND SERVICES OTHER THAN PERSONAL.

Appropriation:

(Payee will leave this line blank.)

THE UNITED STATES.

To Emanuel Baumgarten

Dr.,

Bureau Voucher No. _____

Address: -----502-11th St NW.

(The submission of accounts on this form without consulting instructions on the back hereof may delay payment.)

[illegible]

I CERTIFY that the above bill is correct and just, and that payment therefor has ~~not~~ been received.

(DO NOT sign in duplicate.)

(Payee sign ~~here~~)

Per

EXAMINED
BY

BY—

(Bill must be completely filled in by payee before certification, and there must not be any erasure or other alteration whatever.)

(Title)

I CERTIFY that the above articles have been received by me in good condition and in the quality and quantity specified, or the services performed as stated; that they were necessary for the public service and in accordance with the orders therefor; that the prices charged are just, reasonable, and in accordance with the agreement, or that they were secured in accordance with No. _____ of the method of advertising and under the form of agreement lettered _____, as shown on the reverse hereof.

(Signature)

(Any notations made in spaces provided therefor on the back of this voucher become a part of this certificate.)

(Title of Certifying Officer.)

Account submitted for \$

Differences: _____

(Signature)

[illegible]

Approved for _____ \$

(Title of Approving Officer.)

Paid by check No. _____, dated _____, 19____, on the Treasurer of the
United States, in favor of payee named above.

U. S. DEPARTMENT OF AGRICULTURE

THIS STUB MUST BE COMPLETELY

FILLED IN BY PAYEE.

NOTE.—THE PERSON OR FIRM SUBMITTING THIS VOUCHER FOR PAYMENT MUST FILL IN BELOW COMPLETE NAME AND ADDRESS TO WHICH CHECK IS TO BE MAILED, TYPEWRITING PREFERRED.

NOTE.—This stub is to be returned to the payee with check in a window envelope. The payee will therefore please indicate on the dotted lines below his bill number or any other reference that will enable him to easily identify the check when received in payment of this account. No acknowledgment of check is necessary.

(Address to which check should be mailed.)

Bill or other No. #1118Sup \$ 110.00

Furnished to _____
(Name and place.)

Name E. Baumgarten

On or during _____, 192_____

Street No. 502-11th St NW.

Amounting to

City and State Washington, D.C.

INSTRUCTIONS.

1. This form should be used in stating accounts for supplies furnished, and for services rendered by corporations, firms, and individuals not officially connected with the U. S. Department of Agriculture, except accounts for transportation, express, and advertising, for which special forms are provided. *It must not be rendered in duplicate.*

2. Accounts of each bureau or division must be rendered on separate vouchers.

3. Prepare the account in the name of the corporation, firm, or individual to whom payment is legally due.

4. When supplies have been furnished upon a contract, accepted proposal, or other written agreement, the articles should be so described as to make comparison and identification easy and certain.

5. The signature of a corporation should be made in the following form: (1) the legal corporate title of the company; (2) the autograph signature of an officer or other representative of the company competent to certify to the correctness of the account; (3) the title of his office or the designation of his position in relation to the company. For example: "Dennison Manufacturing Company, per Albert Metcalf, Treasurer."

6. A signature by a duly accredited representative of a firm or unincorporated company must be made in a similar fashion. For example: "Geo. W. Myers & Co., per C. D. Lucas, Cashier."

7. The payee's name must be in exactly the same form at the top of the voucher and in the signature to the certificate. A signature by mark must be attested by one disinterested witness, whose address must be shown.

8. The accounting officers of the Treasury will not accept vouchers containing explanations, additions, alterations, or changes of any kind as evidence in supporting claims for payment except such as may be made by the claimants over their signature or initials.

METHOD OF OR ABSENCE OF ADVERTISING.

(See Section 3709 of the Revised Statutes, and amendment thereto relative to the Department of Agriculture, Statutes at Large 30, p. 957.)

1. After advertising in newspapers.

2. After advertising by circular letters sent to
dealers and by notices posted in public places.

3. Without advertising, under an exigency of the service which existed prior to the order and would not admit of the delay incident to advertising.

4. Without advertising and upon noncompetitive quotations, the aggregate amount involved in the particular purchase of supplies or engagement of services not exceeding the sum of \$50.

5. Without advertising, it being impracticable to secure competition because of *
.....
.....

FORM OF AGREEMENT.

A. General supply committee contract.

B. Under formal contract dated, 19

C. Under written proposal and acceptance filed in Treasury on

D. Under less formal agreement
(State character.)

* Among the reasons which may be assigned as making competition impracticable (section 5 on this fold) are the following:

a. Under a formal contract for construction, there arises a necessity for additional work practicable of performance only by the contractor.

b. The articles wanted are patented or copyrighted and not on sale by dealers, but by the owners of the patent or copyright or their agents or assigns alone, at a fixed and uniform price.

c. There is only one dealer within a practicable distance from whom the articles can be obtained.

d. Prices or rates are fixed by legislation, either Federal, State, or municipal; or by competent regulation.

e. Previous advertising for the identical purchase has been followed by the receipt of no proposals or only of such as were unreasonable, and under circumstances indicating that further advertising would not alter results.

MEM:EMC

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON

July 28, 1922

HORTICULTURAL AND POMOLOGICAL
INVESTIGATIONS

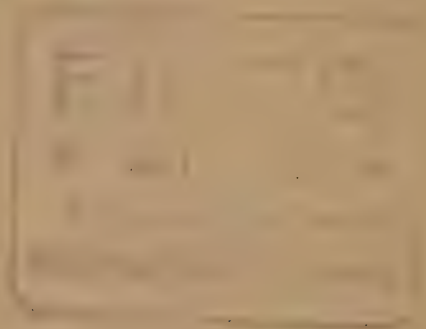
MEMORANDUM FOR OFFICE OF INSPECTION

Gentlemen :-

In connection with the work of this office we are in need of about six of the medal identification badges which I understand have been ordered and will be received by you in a few days. When these are available, we shall appreciate it if you will let us have six of them for use by members of this office.

Very truly yours,

Edwin H. Milstead
Executive Assistant.



1

THE OFFICE OF THE ATTORNEY GENERAL

OF THE STATE OF NEW YORK

IN SENATE

JANUARY 10, 1900

REPORT OF THE ATTORNEY GENERAL

FOR THE YEAR 1899

ALBANY: J.B. LIPPINCOTT & CO. 1900.

PRINTED BY J.B. LIPPINCOTT & CO.

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL HORTICULTURAL BOARD
WASHINGTON, D. C.

July 13, 1922.

MEMORANDUM FOR THE OFFICE OF INSPECTION.

You are requested to kindly furnish this office with twenty-five official badges to be used for identification of employees of the Federal Horticultural Board.

These badges are for immediate use and we would request that you please expedite the delivery.

Yours very truly,

Al C. House

Assistant to the Chairman

*Advised 7/13/22
Whitman*

UNITED STATES DEPARTMENT OF AGRICULTURE,

BUREAU OF PUBLIC ROADS,

DISTRICT No. 1.

IN YOUR REPLY PLEASE

POST OFFICE BUILDING,
PORTLAND, OREG.

REFER TO FILE NO.-----

July 21, 1922.

Office of Inspection,
U. S. Department of Agriculture,
Washington, D. C.

Gentlemen:

The Official Record of July 12, 1922, on page 4, describes the official badge of the Department, and states that these badges may be procured from your office at cost.

I am a Highway Engineer in the Bureau of Public Roads, headquarters Portland, Oregon, and request that you forward me a badge if the cost is less than \$1.00. If the cost exceeds this amount will you please inform me what it is?

Very truly yours,

AC Rose

Highway Engineer.

9/8/22

OFFICE OF

THE SECRETARY OF AGRICULTURE.

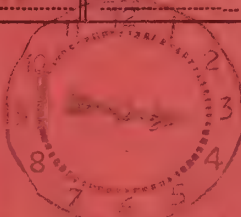
REFERRED TO

Solicitor

FOR-

APPROVAL	RUSH
NOTE AND FILE	NOTE AND RETURN
SIGNATURE	RECOMMENDATION
INVESTIGATION	INITIALS
CONSIDERATION	ATTENTION
MEMORANDUM	COMMENT

OFFICE OF
THE SOLICITOR



SEP 8 1922

U.S. DEPARTMENT OF AGRICULTURE

U.S. DEPARTMENT OF AGRICULTURE

PLEASE ADD THESE NAMES TO THE TOWNSHIP LIST.

8-3862

NAME	POST OFFICE	COUNTY	R. D. NO.
Mr. Simpson-	This is all on the facts stated of course I do not know anything about the plot as the contract was signed not before me	R. D. NO.	

No. _____

Office of Inspection

U. S. Department of Agriculture,
OFFICE OF THE SECRETARY,
WASHINGTON, D. C.

July 27, 1922.

_____, 191

TO THE CHIEF CLERK:

I certify that the following-named articles are needed
for use in this office, and that the public interest demands
their early delivery.

Inspector

In Charge.

1 - Die of official badge of Depart-
ment. \$45.00
100 Badges, @ .65¢ each. 65.00
Total..\$110.00

Informal Bid No. 69,
accepted July 25, 1922.

Order from:

Emanuel Baumgarten,
502 - 11th St., N. W.,
City.

Miscellaneous Expenses, 1923
Department of Agriculture.

TO THE SUPPLY DIVISION:

Please make necessary requisition.

1951

in China

1951

1951

SENT TO FIVE BIDDERS. H.

INFORMAL PROPOSAL FOR SUPPLIES

69

United States Department of Agriculture
BOARD OF AWARDS

Washington, D. C., July 10, 1922., 19

Emanuel Baumgarten,
502 11th St., N.W.,
Washington, D. C.

Gentlemen:-----

You are invited to submit a proposal for furnishing to this Department the following-described -----

1 - die; and 100 badges -----, to be completed and delivered
at Supply Division - Main Bldg., -----, in such quantities and at such times as the Department
may require, on or before ----- days, including Sundays and holidays, after notification of award.

If you desire to submit a proposal please enter in the space below the net prices at which you will agree to
supply the same, at the above place, free of all freight or other charges, and sign and return this paper in the
inclosed envelope, which requires no postage.

Proposals will be publicly opened Friday, July 21, 1922 19, at 2 o'clock, p. m.

By direction of the Secretary of Agriculture.

Very respectfully,

R. M. REESE

Chairman, Board of Awards.

Bidders will please quote their figures in the unit, or units, in the quantities as stated, and comply with the requirements for subtotals,
or the aggregate amount, or both, as indicated. If proposal exceeds \$1,000 the additional information should be given as requested on back of
this form. The right is reserved to the Secretary of Agriculture to reject any and all bids, to waive technical defects, and to accept or reject
any part of any bid, if the interests of the Government shall require it.

ITEM No.	QUANTITY.	DESCRIPTION.	UNIT.	UNIT PRICE.	AGGREGATE PRICE.
1	1	Die of official badge of Department.		45.00	45.00
SPECIFICATIONS OF BADGE AS FOLLOWS:					
Material: Bronze - Plain finish.					
Size and shape: Two inches high by one and three eighths					
inches wide.					
Insignia: Union shield, surmounted by low eagle with					
its wings drooping to outer-upper corners of shield;					
directly under the eagle to be written the words "United					
States." A large "U" to be placed in the upper left-					
hand corner and a large "S" in the upper right-hand					
corner of the shield; between these two letters to be					
exhibited in raised, black lettering on straight lines,					
"Department of Agriculture"; the space below the wording					
"Department of Agriculture" to be left blank and indented					
for the insertion of a plate displaying such matter as the					
needs of the bureau may require.					
2	100	Badges	.65	65.00	
		Delivery 15 days			
AGGREGATE AMOUNT					\$110.00

In compliance with the above request the undersigned propose to furnish the articles enumerated in the foregoing list or any item or
items thereof, at the price or prices set opposite thereto, upon the conditions imposed and within the time specified.

Signature of member authorized to sign for firm. EMANUEL BAUMGARTEN

Doing business under the firm name of

Address

Date July 18, 1922., 19

Accepted July 25, 1922., 19

C. F. MARVIN
Acting Secretary of Agriculture.

SPECIAL NOTICE TO BIDDERS

In cases where the amount of the proposal exceeds \$1,000, a formal contract and bond will be executed, which will be furnished by the Department; and in order that the requisite information be at hand it is necessary that the following data be given:

If incorporated, name of State in which you are incorporated _____

Where is your principal place of business? _____

Where is your headquarters' office? _____

The bid should carry the name of the corporation and the signature of the officer authorized to sign for the corporation. _____

If unincorporated, state whether a partnership, individual owner, or otherwise _____

If a partnership, give the name and address of each partner _____

The amount of the bond, if any be required, and the rate of liquidated damages, will be fixed by the Chief Clerk of the Department.

No outside interest in Department contracts.—No officer or employee of the Government who is in a position either to influence the award of a contract with the Department, or to cause purchases of supplies to be made for the Department, shall be interested in any firm, company, or corporation doing business with the Department.

Attention is directed to the following regulation of the Department of Agriculture:

"No person shall be received as a contractor who is not a manufacturer of or regular dealer in the articles which he offers to supply."

Bidders in submitting bids to the Department of Agriculture shall state whether or not they are manufacturers of or regular dealers in the articles which they offer to supply. Bidders must agree to execute a formal contract covering the subject matter of the bid and embodying among others the following paragraph:

"The contractor expressly warrants that he has employed no third person to solicit or obtain this contract in his behalf, or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement; and that he has not paid, or promised or agreed to pay, to any third person, in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission, or percentage upon the amount receivable by him hereunder; and that he has not, in estimating the contract price demanded by him, included any sum by reason of any such brokerage, commission, or percentage; and that all monies payable to him hereunder are free from obligation to any other person for services rendered, or supposed to have been rendered, in the procurement of this contract. He further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this contract by the United States, and that the United States may retain to its own use from any sums due or to become due thereunder any amount equal to any brokerage, commission, or percentage so paid, or agreed to be paid."

These conditions, which are made a part of this proposal form, must be observed by all persons making proposals to the Department of Agriculture, and no proposal will be considered which does not comply therewith.

R. M. REESE,

Chief Clerk, Chairman, Board of Awards,
United States Department of Agriculture.

SENT TO FIVE BIDDERS. H.

INFORMAL PROPOSAL FOR SUPPLIES

69

United States Department of Agriculture
BOARD OF AWARDS

Washington, D. C., July 10, 1922, 19

Emmanuel Baumgarten,
502 11th St., N.W.,
Washington, D. C.

Gentlemen:

You are invited to submit a proposal for furnishing to this Department the following-described

1 - die; and 100 badges, to be completed and delivered at Supply Division - Main Bldg., in such quantities and at such times as the Department may require, on or before days, including Sundays and holidays, after notification of award.

If you desire to submit a proposal please enter in the space below the net prices at which you will agree to supply the same, at the above place, free of all freight or other charges, and sign and return this paper in the inclosed envelope, which requires no postage.

Proposals will be publicly opened Friday, July 21, 1922 19, at 2 o'clock, p. m.

By direction of the Secretary of Agriculture.

Very respectfully,

R. M. REESE

Chairman, Board of Awards

Bidders will please quote their figures in the unit, or units, in the quantities as stated, and comply with the requirements for subtotals, or the aggregate amount, or both, as indicated. If proposal exceeds \$1,000 the additional information should be given as requested on back of this form. The right is reserved to the Secretary of Agriculture to reject any and all bids, to waive technical defects, and to accept or reject any part of any bid, if the interests of the Government shall require it.

ITEM No.	QUANTITY	DESCRIPTION	UNIT	UNIT PRICE	AGGREGATE PRICE
1	1	Die of official badge of Department.		45.00	45.00
SPECIFICATIONS OF BADGE AS FOLLOWS:					
Material: Bronze - Plain finish.					
Size and shape: Two inches high by one and three eighths inches wide.					
Insignia: Union shield, surmounted by low eagle with its wings drooping to outer-upper corners of shield; directly under the eagle to be written the words "United States." A large "U" to be placed in the upper left-hand corner and a large "S" in the upper right-hand corner of the shield; between these two letters to be exhibited in raised, black lettering on straight lines, "Department of Agriculture"; the space below the wording "Department of Agriculture" to be left blank and indented for the insertion of a plate displaying such matter as the needs of the bureau may require.					
2	100	Badges		.65	65.00
		Delivery 15 days			
AGGREGATE AMOUNT					110.00

In compliance with the above request the undersigned propose to furnish the articles enumerated in the foregoing list or any item or items thereof, at the price or prices set opposite thereto, upon the conditions imposed and within the time specified.

Signature of member authorized to sign for firm EMANUEL BAUMGARTEN

Doing business under the firm name of

Address

Date July 16, 1922, 19

Accepted July 25, 1922, 19

C. F. MARVIN
Acting Secretary of Agriculture.

SPECIAL NOTICE TO BIDDERS

In cases where the amount of the proposal exceeds \$1,000, a formal contract and bond will be executed, which will be furnished by the Department; and in order that the requisite information be at hand it is necessary that the following data be given:

If incorporated, name of State in which you are incorporated -----

Where is your principal place of business? -----

Where is your headquarters' office? -----

The bid should carry the name of the corporation and the signature of the officer authorized to sign for the corporation.

If unincorporated, state whether a partnership, individual owner, or otherwise -----

If a partnership, give the name and address of each partner -----

The amount of the bond, if any be required, and the rate of liquidated damages, will be fixed by the Chief Clerk of the Department.

No outside interest in Department contracts.—No officer or employee of the Government who is in a position either to influence the award of a contract with the Department, or to cause purchases of supplies to be made for the Department, shall be interested in any firm, company, or corporation doing business with the Department.

Attention is directed to the following regulation of the Department of Agriculture:

"No person shall be received as a contractor who is not a manufacturer of or regular dealer in the articles which he offers to supply."

Bidders in submitting bids to the Department of Agriculture shall state whether or not they are manufacturers of or regular dealers in the articles which they offer to supply. Bidders must agree to execute a formal contract covering the subject matter of the bid and embodying among others the following paragraph:

"The contractor expressly warrants that he has employed no third person to solicit or obtain this contract in his behalf, or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement; and that he has not paid, or promised or agreed to pay, to any third person, in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission, or percentage upon the amount receivable by him hereunder; and that he has not, in estimating the contract price demanded by him, included any sum by reason of any such brokerage, commission, or percentage; and that all monies payable to him hereunder are free from obligation to any other person for services rendered, or supposed to have been rendered, in the procurement of this contract. He further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this contract by the United States, and that the United States may retain to its own use from any sums due or to become due thereunder any amount equal to any brokerage, commission, or percentage so paid, or agreed to be paid."

These conditions, which are made a part of this proposal form, must be observed by all persons making proposals to the Department of Agriculture, and no proposal will be considered which does not comply therewith.

R. M. RENSE,

*Chief Clerk, Chairman, Board of Awards,
United States Department of Agriculture.*

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

July 25, 1922.

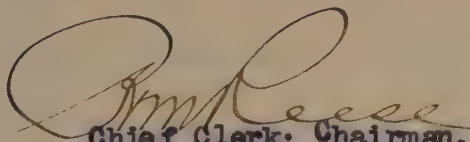
Chief,

Supply Division.

Dear Sir:

If you decide not to purchase under this bid, kindly
return all papers with instructions to cancel same.

Very truly yours,


Chief Clerk; Chairman,
Board of Awards.

1 die; and 100 hedges.

11-11-11

11-11-11

11-11-11

11-11-11

11-11-11

11-11-11

11-11-11

11-11-11

11-11-11

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 1, 1922.

MEMORANDUM NO. ____.

Official Badge.

The Administrative Regulations of the Department are hereby amended by the insertion of the following paragraph:

264. The official badge of this Department shall be issued to employees for identification purposes only and shall conform to the following specifications:

Material: Bronze - plain finish.

Size and shape: Two inches high by one and three-eighths inches wide.

Insignia: Union shield, surmounted by low eagle with its wings drooping to outer-upper corners of shield; directly under the eagle to be written the words "United States." A large "U" to be placed in the upper left-hand corner and a large "S" in the upper right-hand corner of the shield; between these two letters to be exhibited in raised, black lettering on straight lines, "Department of Agriculture"; the space below the wording "Department of Agriculture" to be left blank and indented for the insertion of a plate displaying such matter as the needs of the bureau may require.

Blank badges will be procured from the Office of Inspection at cost. Any variation from the above design must have the prior approval of the Secretary.

In promulgating this regulation it is not required that serviceable badges be discarded, but new badges differing from the above will not be ordered without the approval of the Secretary.

Secretary.

THE HISTORY OF THE

REIGN OF

CHARLES THE FIRST

BY

JOHN BURNET

OF THE UNIVERSITY OF OXFORD

IN TWO VOLUMES

LONDON

Printed by J. Streater, at the Sign of the Gun, in St. Dunstons Church-yard

1679

By Authority

Printed by J. Streater, at the Sign of the Gun, in St. Dunstons Church-yard

1679

By Authority

Printed by J. Streater, at the Sign of the Gun, in St. Dunstons Church-yard

1679

By Authority

Printed by J. Streater, at the Sign of the Gun, in St. Dunstons Church-yard

1679

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

June 15, 1921.

Memorandum for the Secretary:

Referring to the attached correspondence regarding the matter of procuring a standard badge for the Department, I have had the matter up with the Lamb Seal & Stencil Co., Inc., and find that a standard die can be obtained with space left for insertion of name of bureau, title of officer, or both, such wording to be indented in plates and cemented on in the space left vacant. If the badge adopted is of the following specifications, which I recommend, the cost of the die will be \$50.00 and the cost of each badge made from it not over \$1.00 each:

Material: Bronze - plain finish.

Size and shape: Two inches high by one and three-eighths inches wide.

Insignia: Union shield, surmounted by low eagle with its wings drooping to outer-upper corners of shield; directly under the eagle to be written the words "United States". A large "U" to be placed in the upper left-hand corner and a large "S" in the upper right-hand corner of the shield; between these two letters to be exhibited in raised, black lettering on straight lines, "Department of Agriculture"; the space below the wording "Department of Agriculture" to be left blank and indented for the insertion of a plate/or plates exhibiting the name of bureau, or title of officer, or both; the number of the badge to be placed in the point at the bottom of the shield.

As the present investment in dies and badges is quite heavy, some \$3,500 or more, it would not be economical to discontinue their use. I recommend that in the future bureaus desiring to change their design or to establish new badges, take the matter up with the Office of Inspection, who will decide whether the bureau can use badges made from the standard die, and if not, will decide upon the design of badge to be adopted by the bureau.

June 12, 1911.

Enclosure for the Bureau:

Enclosure for the Bureau of the Department of Agriculture:

Enclosure for the Bureau of the Department of the Interior:

Enclosure for the Bureau of the Department of the Navy:

Enclosure for the Bureau of the Department of the Army:

Enclosure for the Bureau of the Department of the Treasury:

Enclosure for the Bureau of the Department of the State:

Enclosure for the Bureau of the Department of the War:

Enclosure for the Bureau of the Department of the Justice:

Enclosure for the Bureau of the Department of the Education:

Enclosure for the Bureau of the Department of the Commerce:

Enclosure for the Bureau of the Department of the Labor:

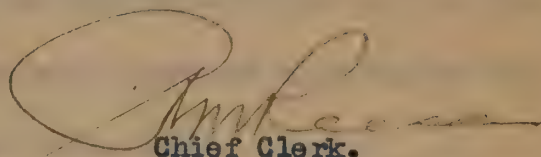
Enclosure for the Bureau of the Department of the Agriculture:
drooping to outer-upper corners of shield; directly under
the eagle to be written the words "United States". A
large "U" to be placed in the upper left-hand corner and
a large "S" in the upper right-hand corner of the shield;
between these two letters to be exhibited in raised, plain
lettering on straight lines, "Department of Agriculture";
the space below the wording "Department of Agriculture" to
be left blank and indented for the insertion of a plate or
plate of metal, of bronze, or of silver, with the words
or both; the number of the badge to be placed in the point
at the bottom of the shield.

As the present design is the only one in use, it is suggested
that it be retained as a standard design for the new badges.
In the event of a change in design, the Office of Inspection, who will decide whether the
new design of badge to be adopted by the Bureau.

I attach hereto sketch of the badge recommended and a draft of memorandum to be issued by the Secretary. As I suggest that the matter be handled by the Office of Inspection, it is suggested that the correspondence be referred to Mr. Ashley for his recommendation in the matter. The standard die can be purchased from "Miscellaneous Expenses, Department of Agriculture".

The sixteen sample badges are returned herewith.

Very truly yours,



Chief Clerk.

I attach hereto a copy of the badge recommended and a draft of memorandum

to be issued by the Secretary. I suggest that the matter be handled by the

Office of Inspection. It is suggested that the correspondence be referred to

Mr. Mahoy for his recommendation in the matter. The standard die can be pur-

The sixteen sample badges are returned herewith.

[Handwritten signature]

Memorandum No. ____

Standard Design of Badge for the Department.

A survey shows that there are in use in the Department of Agriculture not less than 16 designs of official badge. As a die for badges costs some \$50.00 or more and the prices of badges vary from nineteen cents to \$4.00 each, it is obvious that by use of a standard die, much of the cost of official badges could be saved. Accordingly, the Office of Inspection will purchase and keep on hand a die for a standard badge of the following specifications:

Material: Bronze - plain finish.

Size and shape: Two inches high by one and three-eighths inches wide.

Insignia: Union shield, surmounted by low eagle with its wings drooping to outer-upper corners of shield; directly under the eagle to be written the words "United States". A large "U" to be placed in the upper left-hand corner and a large "S" in the upper right-hand corner of the shield; between these two letters to be exhibited in raised, black lettering on straight lines, "Department of Agriculture"; the space below the wording "Department of Agriculture" to be left blank and indented for the insertion of a plate or plates exhibiting the name of bureau, or title of officer, or both; the number of the badge to be placed in the point at the bottom of the shield.

As the present investment in dies and badges is quite large, it would not be economical to discontinue their use. However, in the future, bureaus desiring to change their design or to establish new badges, must take the matter up with the Office of Inspection, who will decide whether they can use badges made from the standard die, and if not, will decide upon the design to be adopted.

The contractor is _____ and the price for each copy of the standard badge will be between 75 cents and \$1.00, depending upon the amount of wording to be inserted.

Secretary

1

United States Department of Agriculture,

Division of Accounts and Disbursements,

Washington, D. C.

April 24, 1922.

MEMORANDUM FOR MR. W. A. JUMP.

Dear Mr. Jump:

The Advisory Committee on Finance and Business Methods has carefully noted your letter of the 19th instant relative to the adoption of a standard form of identification badge, as well as the attached letter from Mr. Ashley on the subject. It appears that the Department now has in actual use approximately 6,500 official badges, and in reserve approximately 2,000 more, a total of 8,500 badges.

The present stock of badges represents an investment of approximately \$3,500, and the existing dies, of course, will provide for the present styles of badges for an indefinite period. To discard all of the existing badges and replace them with a uniform badge will, at present prices, probably involve an outlay of over \$5,000. In view of the expense involved in making the change, the Committee hesitates to recommend discontinuing the present outfit of badges and dies and replacing them with a new stock of uniform style at the present time.

If, however, it is considered best to issue a new badge immediately for Departmental use, the Committee believes that a bronze badge similar to the Bureau of Biological Survey badge for their Deputy Game Wardens (marked "A" on the card herewith), is probably the most suitable, with slight modifications, as follows:

THE UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637

THE UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637

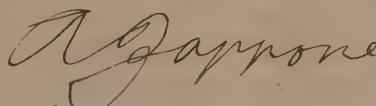
Material: Bronze - plain finish, rather than oxidized.

Size and shape: About 2 inches high by about 1-3/8 inches wide.

Insignia: Union shield, surmounted by low eagle with its wings drooping to outer-upper corners of shield; central portion of shield to exhibit the seal of the Department, with a large letter "U" at the left of the seal and a large letter "S" at the right of the seal; the bottom portion of the badge to exhibit in raised, block lettering on straight lines "Department of Agriculture;" the portion of the shield above the Department seal to be left blank where the badge is to be used generally in the Department, but bureaus should be permitted to utilize this space to exhibit the name of the bureau, or title of officer, or both. //

The sample board of badges is returned herewith.

Very respectfully,



Chairman, Advisory Committee on Finance
and Business Methods.

Enclosures.

The first part of the paper discusses the importance of the study of the history of the United States. It is argued that a knowledge of the past is essential for a full understanding of the present. The author then goes on to discuss the various factors which have shaped the development of the United States, including the influence of the British, the Spanish, and the French. The author also discusses the role of the American people in the development of the country, and the importance of the American Revolution. The paper concludes by discussing the future of the United States, and the role of the American people in shaping that future.

11. 11

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 19, 1922.

Mr. A. Zappone,

Chairman, Advisory Committee on Finance and Business Methods.

Dear Mr. Zappone:

Please note the attached papers, particularly Mr. Ashley's memorandum of April 14, dealing with the proposal which has been made to adopt in the Department a standard form of identification badge. In view of the facts Mr. Ashley has developed it may not be at all practicable to adopt any standard form of Department badge now for immediate general use throughout the Department. Furthermore, in view of the varied lines of work which Department agents in the field must execute, it is conceivable that a general badge may not take care of the situation. For instance, it is conceivable that a Game Warden and a meat inspector may have situations to contend with where they would be handicapped if they did not have a badge indicating their specific authority. On the other hand, the great number of badges we now have - the sample board which has been made up shows fifteen already, ranging in cost from nineteen cents to \$4.00 each - looks bad on the face of it, and the question arises whether we should not adopt a standard design of badge with "U. S. Department of Agriculture" on it and perhaps other standard inscriptions, and then as new dies become necessary, if they ever do, over a period of years, to replace the old dies and have an order go out that they are to follow this general design, or it might be possible to adopt a standard badge to be issued from the Office of Inspection and numbered and recorded there, for such activities of the Department as may be able to function with such standard badge, making exceptions wherever necessary. There are several combinations of possibilities which will readily occur to you in this connection.

I wonder if the Committee will consider this matter at its convenience and let the Secretary have a report as to just what seems practicable? I am sending you the assortment of badges which has been collected.

Sincerely yours,

Administrative Assistant.

Enc.

FOLLOW UP

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

[Faint handwritten text]

CHOCOLATE. A. 711

... 1 - 1000 ...

1892

The Board of Directors of the American Telephone and Telegraph Company, Inc. (AT&T) is pleased to announce the appointment of Mr. J. Edgar Hoover to the position of Chairman of the Board. Mr. Hoover, who has served the company for many years, is a member of the Board and has been a member of the Board of Directors since 1954. He is also a member of the Board of Directors of the American Telephone and Telegraph Company, Inc. (AT&T).

1877

UPDOWN

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

A T

OFFICE OF INSPECTION
FILE NO. 679-7

April 14, 1922.

MEMORANDUM FOR MR. JUMP.

Dear Mr. Jump:

In compliance with your request that I give some consideration to the proposal now under consideration by the Secretary and Mr. Pugsley, for the adoption in the Department of a standard form of identification badge, I beg leave to submit the following:

It must be admitted that our present array of badges is bewildering and that the adoption of a uniform badge is for many reasons most desirable. I presume, however, that the expense of a general change should be considered. Even at the prices paid for our present badges, - prices which we could not hope to secure at this time, the Department now has over \$3,000 tied up in badges, and nearly \$500 additional in the dies from which these badges are struck.

The Bureau of Animal Industry now has in use more than 3,000 badges and a reserve supply of nearly 700; the Forest Service has in use approximately 2,000 badges, with a reserve supply of 500; Entomology, Federal Horticultural Board, Markets, Biological Survey, Insecticide Board, and Chemistry, - all together have about 1500 badges in use and a reserve supply of about 800. Because of the expense which the change would involve, the Bureau of Animal Industry would prefer to continue its present badges; this argument, however, would not obtain in the case of the Forest Service, as that Bureau is at the present time contemplating the adoption of a new type of badge; all of the other bureaus have indicated a willingness to adopt any new form of badge which may be considered desirable, except the Bureau of Chemistry, which is

very desirous of adhering to its present form of badge.

As to the legends which should appear on a uniform badge, if adopted, I find that Entomology, the Forest Service, and the Bureau of Animal Industry believe that the bureau name should be shown; that the Bureau of Biological Survey feels that the title of the officer should appear; while the Forest Service is indifferent on this latter point, and the Bureau of Markets does not believe that the title should be shown. The Insecticide Board and the Bureau of Chemistry think that the initials "U. S." should appear prominently.

There is such a wide diversity of opinion as to the form and indicia which the ideal badge should exhibit, that it might be well for the Secretary to appoint a committee from the various bureaus interested to consider the matter and make appropriate recommendations.

My own thought is that the standard badge should follow the general lines of the badges now in use by the Bureau of Biological Survey, with the wings of the surmounting eagle extended to the upper corners of the shield so as to eliminate more fully the projecting corners, which, of course, are abrasive. The Department seal should occupy the central portion of the badge, with the letters "U. S." in large form on either side. The lower portion of the shield should be reserved for the name of the Department and the upper portion for the name of the Bureau, or the title of the officer, or both. These badges could ordinarily be struck in bronze, but where it was deemed necessary to have them particularly imposing, they could be specially gold washed.

I return herewith the specimen badges you turned over to me the other day.

Very truly yours,

Alex. M. C. Ashley
Inspector

Division of Police

San Francisco

June 1, 1911

Badges

	In Use	In Reserve
BAT	3000	700
Forest	2000	500
Others	1500	800
	6500	2000

Total 8500

Mr. Jump:

It seems to me doubtful economy to replace this large stock with uniform badges.

Reese

UNITED STATES DEPARTMENT OF AGRICULTURE.

PROPERTY INVENTORY.

ARTICLES.
(To be listed alphabetically.)

UNIT.

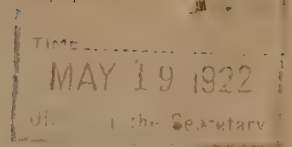
AMOUNT.

REMARKS.

५

Chief of-----

UNITED STATES DEPARTMENT OF AGRICULTURE
PACKERS AND STOCKYARDS ADMINISTRATION
WASHINGTON, D. C.



May 18, 1922.

MEMORANDUM FOR MR. JUMP.

5722
Mutual phone
pls see
way

Dear Mr. Jump:

During the past week one of our supervisors was challenged by a farmer as to his authority as representing the Packers and Stockyards Administration. He produced his identification card but this did not seem to be convincing evidence.

In view of the above incident it seems to me that the proper means of identification for our supervisors in dealing with a class of men of questionable intelligence would be a metal badge similar to those used by some of the bureaus of the department. I understand the matter of a uniform badge for the department is under consideration and is still pending and may take some time yet before being definitely settled. I think that a badge is necessary for several reasons, and would like to know whether there would be any objection to our ordering a supply of one of the kinds already in use that might be suitable for us.

Very truly yours,

C. M.

Assistant to the Secretary.

12/25/1911

Dear Sirs,
I have the honor to acknowledge the receipt of your letter of the 12th inst. in relation to the above matter.
The same has been forwarded to the proper authorities for their consideration.
Very respectfully,
J. H. [Name]
[Title]

July 21, 1922.

Memorandum No. _____

Administrative Regulations of this Department are hereby amended by the insertion of the following paragraph-

264. The official badge of this Department shall be issued to employees for identification purposes only and shall conform to the following specifications-

Material: Bronze - plain finish.

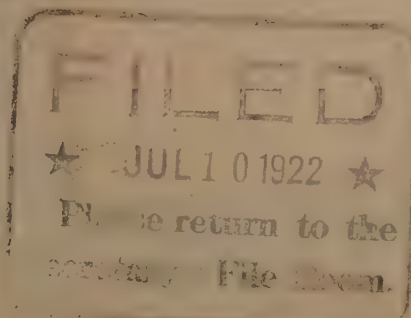
Size and shape: Two inches high by one and three-eighths inches wide.

Insignia: Union shield, surmounted by an eagle with its wings drooping to outer-upper corners of shield; directly under the eagle to be written the words "United States." A large "U" to be placed in the upper left-hand corner and a large "S" in the upper right hand corner of the shield; between these two letters to be exhibited in raised, black lettering on straight lines, "Department of Agriculture"; the space below the wording "Department of Agriculture" to be left blank and indented for the insertion of a plate displaying such matter as the needs of the bureau may require.

Blank badges will be procured from the Office of Inspection at cost. Any variation from the above design must have the prior approval of the Secretary.

In promulgating this regulation it is not required that serviceable badges be discarded.

HSW:hm



Secretary.

July 11, 1952

CONFIDENTIAL

Enclosed for the Bureau are two copies of the report of the

of the Bureau of the following information:

The following information was obtained from the Bureau of the following information:

Enclosed for the Bureau are two copies of the report of the

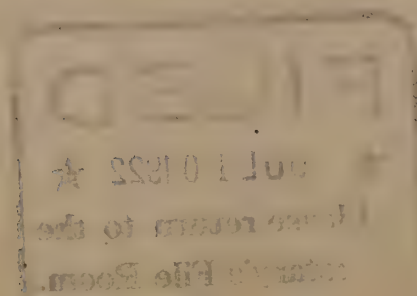
Enclosed for the Bureau are two copies of the report of the

The following information was obtained from the Bureau of the following information:

The following information was obtained from the Bureau of the following information:

The following information was obtained from the Bureau of the following information:

Enclosed for the Bureau are two copies of the report of the



CONFIDENTIAL

OFFICE OF THE SECRETARY OF AGRICULTURE

Dear Mr. Jump

Complying with
your request the
Office of Inspection
has prepared the
accompanying
which has the approval
of Mr. Sugely.

Mr. Rees and Mr.
Ashley have also been
consulted and approve

Yours
Wm. A.

//

... ..

1944-1945

as found in the following table
and the same has been used in the
following table.

[Faint, illegible handwritten notes]

[illegible]

2015-2016 To continue the work of the Agency
and to be in a better position to do so

1870-1871

...and the ...

MEMORANDUM.

June 27, 1922.

Mr. Jump:

The attached memorandum seems O.K. except that it does not clearly state that the Bureaus are to order no more identification badges of any kind without the approval of the office of the Secretary.

Ch. Fugate
E. J.
W. A. R. [unclear]
1922

2001, 12, 10

1001, 12, 10

1001, 12, 10

1001, 12, 10

1001, 12, 10

1001, 12, 10

1001, 12, 10

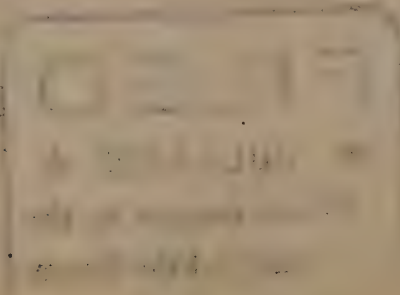
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DEPARTMENT OF AGRICULTURE
OFFICE OF THE ASSISTANT SECRETARY
WASHINGTON, D. C.

July 10, 1922.

Received from H. T. Cronin the following badges:

- 1 Bureau of Entomology badge A. G. Leister
- 1 Department of Agriculture police badge L. E. Donaldson
- 1 Federal Horticultural Board badge A. H. Hunsicker
- 1 Federal Grain Supervision badge J. P. Morrison
- 1 Forest Service badge E. F. Crocker
- 1 Bureau of Biological Survey badge A. B. Mancoske
- 1 Fur Warden badge A. B. Mancoske
- 1 Game Warden badge A. B. Mancoske
- 1 Deputy Fur Warden badge A. B. Mancoske
- 1 Deputy Game Warden badge A. B. Mancoske
- 1 Insecticide Inspector's badge M. B. Nelson
- 1 Lieutenant of the Watch badge L. E. Donaldson
- 1 Officer, Bureau of Animal Industry badge A. H. Hunsicker
- 1 Inspector, Bureau of Animal Industry badge A. H. Hunsicker
- 1 Inspector, Bureau of Chemistry badge (new style) P. H. Wood
- 1 Inspector, Bureau of Chemistry badge (old style) P. H. Wood

FOREIGN MAIL REPORT
for the Fiscal Year Ended June 30, 1922

BUREAUS DIVISIONS OFFICES	Orders Rec'd.	Packages Requiring Postage					Packages Sent Through the International Exchange					Total				
		Number	Weight		Postage		Number	Weight		Postage		Number	Pounds	Ozs.	Dols.	Cts.
			Lbs.	Ozs.	Dols.	Cts.		Lbs.	Ozs.	Dols.	Cts.					
Animal Industry	108	3231	729	8	58	36	9	22	5	1	12	3240	751	13	59	48
Biological Survey	52	573	87	2	6	97	130	62	13	3	14	703	149	15	10	11
Chemistry	100	5768	879	14	70	39	222	44	4	2	21	5990	924	2	72	60
Entomology	103	2306	347	12	27	82	695	315	9	15	78	3001	663	5	43	60
States Relations Service	48	10793	5245	14	419	67	68	232	10	11	63	10861	5478	8	431	30
Forestry	10	10	11	15		95	10	30	15	1	55	20	42	14	2	50
Plant Industry	285	21694	6157	12	492	62	4637	1104	9	55	23	26831	7262	5	547	85
Publications	443	2358	503		40	24	321	227	11	11	39	22679	730	11	51	63
Roads and Rural E.	17	276	68	14	5	51	3	4	11		24	279	73	9	5	75
Secretary's Office	37	133	148	7	11	87	13	41	3	2	06	146	189	10	13	93
Soils	26	29	37	10	3	01	12	94	7	4	72	41	122	1	7	73
Markets & Crop Estimates	99	18042	2079	10	166	37	110	47	1	2	35	113152	2126	11	168	72
Library	2208	33869	7505	9	600	45	8758	3604	4	180	21	42627	11109	13	780	66
Federal Horticultural Bd.	23	11223	163	13	13	11						1223	163	13	13	11
Insect. & Fung.	3563	58	4		8	32						58	4			32
Total	3563	95365	23970	12	1917	66	14988	5832	6	291	63	110351	29803	2	2209	29

